

CLASS TITLE: LAKES PATROL OFFICER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing security, clerical, maintenance, custodial, relief water plant operator, public safety and attendant services at City operated lake and reservoir areas, and other related assigned duties.

ESSENTIAL TASKS:

- Patrols lakes and shores
- Enforces regulations pertaining to lakes and surrounding areas
- Sells fishing, boating, and hunting permits
- Collects fees/payments for camping and for boating, fishing and hunting licenses
- Takes new water tap deposits/fees and issues on/off orders
- Searches and performs rescue of lost persons/property or drowned victims
- Removes water/boating hazards
- Monitors and controls pollution levels in lakes and on shores
- Monitors the environment, the weather station and evaporation pan, and flood conditions
- Operates and performs routine repairs on boats, motors, stationary mechanical equipment, power tools, and various automotive equipment
- Operates and maintains water pumps and treatment facilities and tests for water quality
- Keeps records of sales and permits issued
- Handles customer complaints and provides customer service to people on the lake and in the surrounding recreational areas
- Receives and handles the delivery of emergency messages
- May assist other law enforcement agencies investigating auto/boat accidents

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of work experience in conservation, construction or law enforcement work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the appropriate rules, regulations and laws relating to public safety and the use of assigned recreational areas; good knowledge of first aid, lifesaving work, and water safety practices; good knowledge of routine minor repair and maintenance practices; and some knowledge of maintenance and construction tools and practices. Ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding; ability to understand and carry out written and verbal instructions and to react quickly and calmly in emergency situations; ability to operate a variety of light to medium automotive equipment and power boats; and the ability to prepare and maintain accurate records and reports.

Physical Requirements: Physical requirements include frequent standing and walking; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, climbing, twisting, feeling, and smelling; occasional reaching and crawling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; required to obtain a Department of Environmental Quality (DEQ) Class "D" Water Operator's License, certification in First Aid and C.P.R, and some positions may require possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL).

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, weather/temperature extremes, rough terrains, cutting/chipping/grinding,

Page 2 (continued from Lakes Patrol Officer)

hazardous/toxic atmospheres, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, compressed gases, high noise areas, and refuse/garbage/litter.

Class Code: 5506

EEO Code: N-08

Pay Grade: LT-16

Group: Clerical and Administrative Group

Series: Utility Field Services

Effective date: June 1, 1996