



**VENTURA
PORT DISTRICT**

Established 1952

January 21, 2025

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of a Harbor Patrol Officer I/II. This position is a member of the District's Harbor Patrol Department and is represented by the Service Employees International Union #721.

Minimum qualifications: 18 years of age, California Class C Drivers License, two years of ocean lifeguard experience, valid California EMT, current CPR card, ability to pass a 500-meter swim test in 10 minutes or less annually.

If you are interested in this position, please return the attached application by email to irauch@venturaharbor.com or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. Applications will be accepted until the position has been filled. You may submit a resume and a few supporting documents with the application.

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as "see resume" will result in disqualification.

The most highly qualified candidates will be invited to a pass/fail 500-meter ocean swim, which must be completed in 10 minutes or less. Successful applicants will then participate in an interview panel to evaluate their knowledge, skills, and abilities based on essential job performance factors. Candidates who excel in this process may be invited to attend a second/final interview with the Harbormaster or management team for final selections. Invitations to participate in the process will be sent via email, text, and U.S. mail. Applicants not selected will be notified after the selections have been made.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment. The Ventura Port District will also comply with any ADA requirements.

A job description for both of these positions is attached. The hourly range for Harbor Patrol Officer I is \$5,579 - \$7,350/month. The salary range for Harbor Patrol Officer II is \$6,110 - \$8,811/month. Placement within the salary range may be dependent on factors such as experience, education, and training.

I wish you success in the process and look forward to receiving your information.

Sincerely,

Brian D. Pendleton
General Manager

Attachments: Job Description & Employment Application

**VENTURA PORT DISTRICT
FULL-TIME HARBOR PATROL OFFICER I**

DEPARTMENT: Harbor Patrol

FLSA: Hourly - Non-Exempt

OPENING DATE: January 21, 2025

REPORTS TO: Harbormaster/Senior Harbor Patrol Officer

UNION REPRESENTATION: Service Employees International Union (SEIU) Local 721

LOCATION: Ventura, CA – In Person

SALARY: \$31.50-\$41.50/hour

CLOSING DATE: Until Filled

JOB SCOPE

Under general supervision, responsible for the enforcement of all laws and regulations relating to the operation of all watercraft, public safety inspections and sanitation maintenance within the boundaries, including the Harbor and land areas of the Ventura Port District, as a sworn Peace Officer and Boating Safety Officer; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Harbor Patrol Officer I position involves public safety duties. This entry-level role requires diverse skills to handle various situations within the Ventura Port District, both on land and water. Officers must operate marine vessels, perform open water rescues, provide emergency medical care, conduct fire suppression, basic law enforcement, safety inspections, and public education on boating practices. Harbor Patrol Officer I is a key part of the emergency response team, coordinating with multiple agencies to ensure harbor safety. Strong communication skills, independence, and quick decision-making in high-pressure situations are essential.

ESSENTIAL FUNCTIONS

Water Activities:

- Patrols harbor by boat enforcing all laws and regulations relating to watercraft operations with PC 832 authority; performs safety inspections and live-aboard vessel inspections; promotes safe boating practices.
- Provides emergency and non-emergency vessel assistance, including towing, dewatering and fire suppression.
- Enforces certain sections of the California Penal Code, California Administrative Code, California Vehicle Code, and the Ventura Harbor Ordinance, which may include writing citations or taking subjects into custody.
- Prepares written reports of significant incidents, including investigation of vessel collisions, oil spills, and rescues.
- Performs swimming rescues in open water or surf situations.
- Coordinates emergency services with other jurisdictions and response units within an Incident Command System.

Land Activities:

- Patrols all District property by vehicle or on foot enforcing local regulations with PC 832 authority, including parking regulations.
- Maintains written log daily of events and incidents.
- Provides First Aid, Cardiopulmonary Resuscitation (CPR) and other EMT services.
- Serves as staff to the Operations Center and answers inquiries from the public.
- Provides security for the harbor area, including making enforcement contacts with individuals, detaining and arresting individuals, working with the Ventura Police Department and running names and vehicle registration through CLETS system.

- Provides information to the general public on boating safety, boating law, weather conditions, and harbor business on weekends and non-business hours.
- Opens and closes, beach gates and restrooms.

Additional Job Duties:

- Serves as the communications hub for rescue calls relaying information from multiple agencies to units in the field and to dispatch center.
- Collects money from parking machines, washdown and wash machines.
- Performs a variety of duties relating to the service and maintenance of aids to navigation.
- Performs inspection of and assists in performing maintenance on vessels, vessel equipment, radios and vehicles.
- Posts and provides weather service warnings and information.
- May exercise lead supervision over Part- Time Harbor Patrol Officers or Harbor Patrol Officers with less seniority.

QUALIFICATION GUIDELINES

Knowledge of:

- Marine law enforcement and firefighting techniques, first aid, lifesaving techniques, and emergency situation management as they apply to harbors and ocean activities.
- Principles of boat operations and towing maneuvers.
- Principles and practices of the operation and maintenance of boats, nautical equipment, and instruments.
- Navigational and boating safety principles.
- Occupational hazards and standard safety practices.
- Boating Safety techniques and procedures.
- California Penal Code, California Harbors and Navigation Code, California Administrative Code, California Vehicle Code, and the Ventura Harbor Ordinance.
- Laws of arrest and self-defense.
- Investigation and report writing technique.
- First Aid and Cardiopulmonary Resuscitation (CPR).

Ability to:

- **REQUIRED:** Pass annual 500M USLA swim recertification in 10 minutes or less.
- Make decisions calmly and independently in emergency situations.
- Operate boats and related equipment safely and skillfully in accordance with District ordinances and rules of other governmental agencies.
- Explain and apply boating and harbor rules and regulations.
- Think and act quickly and in a composed manner in emergency situations.
- Operate without direct supervision.
- Deal courteously, patiently, and effectively with boaters and the general public.
- Prepare and present concise and comprehensive written and oral reports.
- Communicate effectively orally and in writing; establish and maintain effective working relationships.
- Enforce laws in an assertive and non-antagonistic manner.
- Communicate to the public and other public safety agencies using multiple radios.
- Organize time and resources to be able to meet deadlines.
- Design and coordinate personnel scheduling and training programs.
- Interpret and apply legal and administrative policies to specific field situations.
- Swim effectively in an ocean environment.
- Work rotating shift schedules including holidays, weekends and night.

Skill to:

- Operate a variety of marine vessels in varying weather and sea conditions.

- Tow and maneuver ocean going vessels in emergency situations.
- Operate office computers and equipment used in harbor operations; use lifesaving equipment in emergency situations.

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS

- High school diploma, GED, or higher.
- Valid Class C California Drivers' License and insurable under the District's policy.
- Valid First Aid and Cardiopulmonary Resuscitation (CPR) Certification.
- Valid Penal Code Section 832 P.O.S.T. Certification within 1 year of hire.
- Valid Emergency Medical Technician Certificate in Ventura County.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven, moving and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. The ability to lift, carry, pull, and push tools, ropes, mooring lines, towlines, and other equipment weighing 50 pounds or more and the ability to lift and carry victims are also required. Additionally, incumbents in this class work outdoors in a marine environment and all-weather conditions, including wet, hot, and cold with moderate sun exposure. The position entails working in hazardous situations and under conditions that may expose the incumbent to biohazard materials, diesel fumes, and smoke. The nature of the work also requires the incumbents to climb ladders and steps attached to docks and vessels, jump or step from one vessel to another, use power and noise producing tools and equipment, drive motorized vessels, work in heavy weather conditions around moving vessels, swim in the open ocean and surf line and often work in emergency and life-threatening situations. Law enforcement duties may expose the person to verbal or physical confrontation and the need to control the individual.

The position may require responding to communication with service providers and/or staff after hours and may require emergency response to attend to matters on behalf of the District.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails.

**VENTURA PORT DISTRICT
FULL-TIME HARBOR PATROL OFFICER II**

DEPARTMENT: Harbor Patrol

LOCATION: Ventura, CA – In Person

FLSA: Hourly - Non-Exempt

SALARY: \$34.50-\$49.75/hour

OPENING DATE: January 21, 2025

CLOSING DATE: Until Filled

REPORTS TO: Harbormaster/Senior Harbor Patrol Officer

UNION REPRESENTATION: Service Employees International Union (SEIU) Local 721

JOB SCOPE

Under general supervision, responsible for the enforcement of all laws and regulations relating to the operation of all watercraft, public safety inspections and sanitation maintenance within the boundaries, including the Harbor and land areas of the Ventura Port District, as a sworn Peace Officer and Boating Safety Officer; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Harbor Patrol Officer II is a key part of the emergency response team. This position requires prior experience in the Harbor Patrol II role or comparable positions with similar duties. Harbor Patrol Officer II encompasses all the knowledge, skills, and responsibilities of the Harbor Patrol I position but expands to include leadership responsibilities. This role involves demonstrating strong communication skills, supervising less experienced officers, taking the lead on calls, and making independent decisions in high-pressure scenarios.

ESSENTIAL FUNCTIONS

Water Activities:

- Patrols harbor by boat enforcing all laws and regulations relating to watercraft operations with PC 832 authority; performs safety inspections and live-aboard vessel inspections; promotes safe boating practices.
- Provides emergency and non-emergency vessel assistance, including towing, dewatering and fire suppression.
- Enforces certain sections of the California Penal Code, California Administrative Code, California Vehicle Code, and the Ventura Harbor Ordinance which may include writing citations or taking subjects into custody.
- Prepares written reports of significant incidents, including investigation of vessel collisions, oil spills, and rescues.
- Performs swimming rescues in open water or surf situations.
- Coordinates emergency services with other jurisdictions and response units within an Incident Command System.

Land Activities:

- Patrols all District property by vehicle or on foot enforcing local regulations with PC 832 authority, including parking regulations.
- Maintains written log daily of events and incidents.
- Provides First Aid, Cardiopulmonary Resuscitation (CPR) and other EMT services.
- Serves as staff to the Operations Center and answers inquiries from the public.
- Provides security for the harbor area, including making enforcement contacts with individuals, detaining and arresting individuals, working with the Ventura Police Department and running names and vehicle registration through CLETS system.

- Provides information to the general public on boating safety, boating law, weather conditions, and harbor business on weekends and non-business hours.
- Opens and closes beach gates and restrooms.
- Operate office computers and equipment (lifesaving) used in harbor operations.

Additional Job Duties:

- Serves as the communications hub for rescue calls relaying information from multiple agencies to units in the field and to dispatch center.
- Collects money from parking machines, washdown and wash machines.
- Performs a variety of duties relating to the service and maintenance of aids to navigation.
- Performs inspection of and assists in performing maintenance on vessels, vessel equipment, radios and vehicles.
- Posts and provides weather service warnings and information.
- May exercise lead supervision over Part-Time Harbor Patrol Officers or Harbor Patrol Officers with less seniority.

QUALIFICATION GUIDELINES

Knowledge of:

- Marine law enforcement and firefighting techniques, first aid, lifesaving techniques, and emergency situation management as they apply to harbors and ocean activities.
- Principles of boat operations and towing maneuvers.
- Principles and practices of the operation and maintenance of boats, nautical equipment, and instruments.
- Navigational and boating safety principles.
- Occupational hazards and standard safety practices.
- Boating Safety techniques and procedures.
- California Penal Code, California Harbors and Navigation Code, California Administrative Code, California Vehicle Code, and the Ventura Harbor Ordinance.
- Laws of arrest and self-defense.
- Investigation and report writing technique.
- First Aid and Cardiopulmonary Resuscitation (CPR).

Ability to:

- **REQUIRED:** Pass annual 500M USLA swim recertification in 10 minutes or less.
- Make decisions calmly and independently in emergency situations.
- Operate boats and related equipment safely and skillfully in accordance with District ordinances and rules of other governmental agencies.
- Explain and apply boating and harbor rules and regulations.
- Think and act quickly and in a composed manner in emergency situations.
- Operate without direct supervision.
- Deal courteously, patiently, and effectively with boaters and the general public.
- Prepare and present concise and comprehensive written and oral reports.
- Communicate effectively orally and in writing; establish and maintain effective working relationships.
- Enforce laws in an assertive and non-antagonistic manner.
- Communicate to the public and other public safety agencies using multiple radios.
- Organize time and resources to be able to meet deadlines.
- Design and coordinate personnel scheduling and training programs.
- Interpret and apply legal and administrative policies to specific field situations.
- Swim effectively in an ocean environment.

- Work rotating shift schedules including holidays, weekends and night.

Skill to:

- Operate a variety of marine vessels in varying weather and sea conditions.
- Tow and maneuver ocean going vessels in emergency situations.
- equipment in emergency situations.

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS

- High school diploma, GED, or higher and three-year employment as a Harbor Patrol Officer I or equivalent employment.
- Valid Class C California Drivers' License and insurable under the District's policy.
- United States Coast Guard Ocean Operator Master's License.
- Valid First Aid and Cardiopulmonary Resuscitation (CPR) Certification.
- Valid Penal Code Section 832 P.O.S.T. Certification.
- Valid Emergency Medical Technician Certificate in Ventura County.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven, moving and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. The ability to lift, carry, pull, and push tools, ropes, mooring lines, towlines, and other equipment weighing 50 pounds or more and the ability to lift and carry victims are also required. Additionally, incumbents in this class work outdoors in a marine environment and all-weather conditions, including wet, hot, and cold with moderate sun exposure. The position entails working in hazardous situations and under conditions that may expose the incumbent to biohazard materials, diesel fumes, and smoke. The nature of the work also requires the incumbents to climb ladders and steps attached to docks and vessels, jump or step from one vessel to another, use power and noise producing tools and equipment, drive motorized vessels, work in heavy weather conditions around moving vessels, swim in the open ocean and surf line and often work in emergency and life-threatening situations. Law enforcement duties may expose the person to verbal or physical confrontation and the need to control the individual.

The position may require responding to communication with service providers and/or staff after hours and may require emergency response to attend to matters on behalf of the District.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This class description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the class entails.