

AGENDA
CASITAS MUNICIPAL WATER DISTRICT
PERSONNEL COMMITTEE
Brennan/Kaiser
November 10, 2020 - 4:30 p.m.

**The meeting will be held via teleconference
To attend the meeting please call toll free
(888) 788-0099 or (877) 853-5247
Enter Meeting ID 950 4149 3255#
PASSCODE 830271**

1. Roll Call
2. Public Comments
3. Board/Manager Comments
4. Water Quality Aide – Part-Time Job Description
5. Park Ranger I – IV Job Descriptions
6. Verbal Update on California Public Employees Retirement System (CalPERS) requirements regarding part-time employees and publicly available pay schedules.

Right to be heard: Members of the public have a right to address the Committee direction on any item of interest to the public which is within the subject matter jurisdiction of the Committee. The request to be heard should be made immediately before the Committee's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code.

If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt Code Section 65954.1 and 54952.2(a)).

Please be advised that members of the Board of Directors of Casitas who are not members of the this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6)).

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: WATER QUALITY AIDE – PART TIME JOB DESCRIPTION

DATE: NOVEMBER 10, 2020

RECOMMENDATION:

Approve the Water Quality Aide – Part Time job description.

BACKGROUND AND DISCUSSION:

Operations and Maintenance included a part-time position for Water Quality Aide in the Water Quality department. Attached is the job description for the position that has been currently being filled through an employee from a temporary agency.

BUDGET IMPACT:

Already included in the 2019/2020 fiscal year budget.

Attachments: Water Quality Aide – Part-Time Job Description

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Aide – Part Time
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: \$17.96 – 21.83 / Hour
DATE: November 2020

Definition

Under the direction and supervision from the Water Quality Supervisor, performs database management of various water quality parameters and the District's Cross Connection Control Program, including data entry, compilation and assessment. Assists in implementation of the District's flushing program and watershed and distribution sampling and monitoring. Performs other related work as assigned or required.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Enters data into computerized databases and assists in maintaining records and documentation for a variety of water quality sampling, monitoring and analysis.
- Assists with implementation of the District's Cross Connection Control Program including communication with customers and County of Ventura staff, field verification of backflow devices, database management, and corrective actions for non-compliant backflow devices.
- Under direction of the Water Quality Supervisor, compiles and organizes data for reports and special projects.
- Assists with maintaining water quality in the distribution system through monitoring and flushing.
- Assists with with environmental program monitoring related to water quality mandated by SWRCB to ensure compliance with program requirements including dechlorination and monitoring of drinking water system discharges.
- Assists with collection and processing of watershed and lake samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment plant section to maximize influent water quality in order to maintain compliance with State and Federal regulators.

- Assists with performing plankton tows and assists with processing samples for cross-polarized light microscopy analysis.
- Assists with collection of raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, e. coli, and HPC, plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed.
- Operates and maintains sophisticated laboratory and field analytical instruments, equipment and computers.
- Records and reports results of monitoring to appropriate personnel, as necessary, and assists in carrying out corrective actions when water quality problems are noted.
- Assists with maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- Assists with monitoring to maintain compliance with State and Federal regulations.
- Assists in maintenance of chemical and supply inventories.
- Assists with data analysis, public notification during water quality emergencies, identification of water quality problems; respond to emerging public health issues.
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events.
- Carries out District and Laboratory Safety Programs.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological sampling techniques, sample holding times, preservation and chain of custody. General knowledge of water treatment plant and distribution system equipment and facilities; principles and practices of standardized water quality tests; backflow devices and cross contamination control program management; state and federal regulations pertinent to the environment and water quality.

Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets, calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; operate a boat and work in remote conditions; prepare clear and concise reports; compile, evaluate and interoperate complex data and information; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

Minimum high school education, water science classes desirable, or previous experience working in the water industry. Associates or bachelor's degree from an accredited college or university is desirable but not required, with major course work in science such as environmental science, chemistry, biology, microbiology, sanitation, or public health.

Certificates, Licenses, and Registrations

Possession of the following:

- California Class C driver's license.
- CPR/First Aid certificate or ability to obtain within six months after assuming position.

Possession of the following is desirable but not required:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate.
- Grade I Water Treatment Operator's certificate issued by the SWRCB.
- Grade I Water Distribution Operator's certificate issued by the SWRCB.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals.

Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing and operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: PARK RANGER I – IV JOB DESCRIPTION UPDATES

DATE: NOVEMBER 10, 2020

RECOMMENDATION:

Approve the Park Ranger I, Park Ranger II, Park Ranger III and Park Ranger IV job description updates.

BACKGROUND AND DISCUSSION:

Human Resources is preparing to begin recruitment for Park Ranger I and worked with the Park Services Manager, Joe Martinez and Division Officer, Joe Evans to update the job descriptions for all Park Ranger classifications. Attached are the job descriptions for the positions.

BUDGET IMPACT:

No fiscal impact.

Attachments: Park Ranger I Job Description – May 2016
Park Ranger I Job Description – November 2020
Park Ranger II Job Description – May 2016
Park Ranger II Job Description – November 2020
Park Ranger III Job Description – May 2016
Park Ranger III Job Description – November 2020
Park Ranger IV Job Description – May 2016
Park Ranger IV Job Description – November 2020

Casitas Municipal Water District - Park Ranger I

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Ranger I
REPORTS TO: Park Services Manager
SALARY LEVEL:
DATE: May 19, 2016

Definition

Under the direction of the Park Services Manager, patrols Lake Casitas Recreation Area(LCRA) and Casitas Municipal Water District(District) owned/controlled property; enforces applicable District ordinances, government codes, state and federal laws relating to the use of District facilities. Assists in day to day operation of the LCRA.Performs other duties as assigned.

Career Path

Casitas' Park RangerI is the entry level Park Ranger series and is supervised by the Park Services Manager and Park Services Rangers II, III, IV, and Ranger Supervisor in the performance of the tasks related to the operation of a large regional water-oriented recreation area in serving the needs of park guests while maintaining water quality in the lake. The incumbent exercises independent judgment effectively; patrols and performs enforcement duties with supervision. Incumbent may assume supervisory duties over Part Time personnel.

Examples of General Duties for All Park Rangers

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not necessarily exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address District needs and changing practices.

Patrols District owned or controlled property; primarily responsible for the Lake Casitas Recreation Area and Open Space Lands.Responsible for ensuring that public facilities are reasonably safe for public use; provides a deterrent to unacceptable behavior by maintaining high visibility at District facilities; explains and interprets Park rules and other applicable regulations to patrons and the general public; issues warnings and citations when necessary within scope of responsibility; acts to diffuse difficult situations; may perform field training responsibilities as assigned; while in the field requests emergency assistance as appropriate in detaining individuals whose actions endanger persons or property; observes and records/reports violations of the law; protects evidence; prepares reports; provides security as needed at special events; provides assistance in emergencies; administers first aid and CPR when necessary; may prepare and present a variety of public use education programs; provides traffic control; works with other agencies in a professional manner; conforms to uniform standards; is knowledgeable about Park job duties and personnel and is prepared to supervise and fill in when necessary for subordinate Park Rangers.

Education and Experience:

High school or General Education Diploma, with college level training in park management, law enforcement, or related areas, ortwoyears experience in the operations of a large park and recreation facility which would provide training, education and experience required for this position.

Knowledge and Abilities:

Knowledge of: basicprinciples and practices associated with general law enforcement, codes, ordinances, rules and regulations related to public use of LCRA, rules of evidence, laws relating to search and seizure, arrest and control techniques, and applicable state and local laws; principles and practices of effective supervision; principles and practices of sound patrol techniques for parks, facilities, and open spaces; effective techniques for dealing with individuals from various ages and from various ethnic, cultural, and socioeconomic groups; principles and practices of exemplary customer service; methods, materials, equipment and tools used in the operation of grounds, buildings, and open spaces; principles of first aid and safety; basic budget and record keeping methods.

Ability to: perform work requiring good physical condition; read, interpret and effectively enforce laws and

Casitas Municipal Water District - Park Ranger I

regulations; use good judgment; make sound recommendations; take a proactive approach to problem solving; effectively provide direction to subordinate staff; deal effectively with the public and other agency personnel; establish and maintain effective working relationships; communicate effectively in both oral and written form; maintain records and prepare clear complete and concise reports; attend work as scheduled on a regular basis, effectively perform the position's required duties and responsibilities; direct and train staff; work evenings, weekends and holidays; demonstrates sensitivity to the needs and attitudes of others.

Certificates:

PC 832 course certified by POST, American Red Cross certification in professional level first aid, CPR/AED, and lifeguarding or within 90 days of employment.

License:

Possession of a valid California Driver License. Must maintain a satisfactory driving record.

Special Requirement:

All candidates for Park Ranger positions must successfully complete a pre-employment background investigation which includes a Department of Justice Livescan fingerprint check, physical exam and psychological exam.

Tools and Equipment Used:

District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Typical Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 90 lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.

Date: _____

Employee Signature

Rev. 05/16

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Ranger I
REPORTS TO: Park Services Manager
SALARY LEVEL: E16
DATE: November 2020

Definition:

Under the direction of the Park Services Manager, patrols Lake Casitas Recreation Area (LCRA) and Casitas Municipal Water District (District) owned/controlled property; enforces applicable District ordinances, government codes, state and federal laws relating to the use of District facilities. Assists in day to day operation of the LCRA. Performs other duties as assigned. Park Ranger I is the entry level position of the Park Ranger series.

Essential Functions:

The duties listed below are intended only as illustrations of duties typical of this classification and are not intended to be an all-inclusive list of duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Patrols District owned or controlled property; primarily responsible for the LCRA, the Open Space lands referred to as "Jurisdiction".
- Responsible for ensuring that public facilities are reasonably safe for public use.
- Provides a deterrent to unacceptable behavior by maintaining high visibility at District facilities.
- Explains and interprets Park rules and other applicable regulations to patrons and the general public.
- Issues warnings and citations when necessary within scope of responsibility.
- Acts to diffuse difficult situations by utilizing de-escalation techniques.
- Requests emergency assistance as appropriate in detaining individuals whose actions endanger persons or property.
- Observes and records/reports violations of the law; protects evidence; prepares reports; provides security as needed at special events.
- Provides assistance in emergencies; administers first aid and CPR when necessary.
- May prepare and present a variety of public use education programs.
- Provides traffic control.
- Works with other agencies in a professional manner.

Knowledge and Abilities:

Knowledge of: basic principles and practices associated with general law enforcement, codes, ordinances, rules and regulations related to public use of LCRA, rules of evidence, laws relating to search and seizure, ability to de-escalate situations without use of force, arrest and control techniques, and applicable state and local laws; principles and practices of effective supervision; principles and practices of sound patrol techniques for parks, facilities, and open spaces; effective techniques for dealing with individuals from various ages and from various ethnic, cultural, and socioeconomic groups; principles and practices of exemplary customer service; methods, materials, equipment and tools used in

the operation of grounds, buildings, and open spaces; principles of first aid and safety; basic budget and record keeping methods.

Ability to: perform work requiring good physical condition; read, interpret and effectively enforce regulations; use good judgement; make sound recommendations; take a proactive approach to problem solving; deal effectively with the public and other agency personnel; establish and maintain effective working relationships; communicate effectively in both oral and written form; maintain records and prepare clear complete and concise reports; attend work as scheduled on a regular basis, effectively perform the position's required duties and responsibilities; work evenings, weekends and holidays; demonstrates sensitivity to the needs and attitudes of others.

Education and Experience:

High school or General Education Diploma, with college level training in park management, law enforcement, or related areas; or two years of experience in the operations of a large park and recreation facility which would provide training, education and experience required for this positions.

Certificates:

PC 832 course certified by POST, American Red Cross certification in professional level first aid, CPR/AED, and lifeguarding or within 90 days of employment.

License:

Possession of a valid California Driver License. Must maintain a satisfactory driving record.

Special Requirement:

All candidates for Park Ranger positions must successfully complete a pre-employment background investigation which includes a Department of Justice Livescan fingerprint check, physical exam and psychological exam.

Tools and Equipment Used:

District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Typical Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and

arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 50lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.

Casitas Municipal Water District - Park Ranger II

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Ranger II
REPORTS TO: Park Services Manager
SALARY LEVEL:
DATE: May 19, 2016

Definition

Under the direction of the Park Services Manager, patrols Lake Casitas Recreation Area(LCRA) and Casitas Municipal Water District(District) owned/controlled property; enforces applicable District ordinances, government codes, state and federal laws relating to the use of District facilities. Assists in day to day operation of the LCRA. May perform other duties as assigned.

Career Path

Casitas' Park Ranger II is the second step, fully qualified level of the Park Ranger series and is supervised by the Park Services Manager in the performance of the full range of tasks related to the operation of a large regional water-oriented recreation area in serving the needs of park guests while maintaining water quality in the lake. The incumbent exercises independent judgment effectively; patrols and performs enforcement duties with minimal supervision. Incumbent may assume supervisory duties over subordinate personnel.

Examples of General Duties for All Park Rangers

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not necessarily exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address District needs and changing practices.

Patrols District owned or controlled property; primarily responsible for the Lake Casitas Recreation Area and Open Space Lands. Responsible for ensuring that public facilities are reasonably safe for public use; provides a deterrent to unacceptable behavior by maintaining high visibility at District facilities; explains and interprets Park rules and other applicable regulations to patrons and the general public; issues warnings and citations when necessary within scope of responsibility; acts to diffuse difficult situations; may perform field training responsibilities as assigned; while in the field requests emergency assistance as appropriate in detaining individuals whose actions endanger persons or property; observes and records/reports violations of the law; protects evidence; prepares reports; provides security as needed at special events; provides assistance in emergencies; administers first aid and CPR when necessary; may prepare and present a variety of public use education programs; provides traffic control; works with other agencies in a professional manner; conforms to uniform standards; is knowledgeable about Park job duties and personnel and is prepared to supervise and fill in when necessary for subordinate Park Rangers.

Education and Experience:

High school or General Education Diploma, with college level training in park management, law enforcement, or related areas, and three years experience in the operations of a large park and recreation facility including at least two years as an entry level park Park Ranger or training, education and experience which would provide the required knowledge and abilities for this position. Completion of a Peace Officer Standards and Training(POST) program.

Knowledge and Abilities:

Knowledge of: principles and practices associated with general law enforcement, codes, ordinances, rules and regulations related to public use of LCRA, rules of evidence, laws relating to search and seizure, arrest and control techniques, and applicable state and local laws; principles and practices of effective supervision; principles and practices of sound patrol techniques for parks, facilities, and open spaces; effective techniques for dealing with individuals from various ages and from various ethnic, cultural, and socioeconomic groups; principles and practices of exemplary customer service; methods, materials, equipment and tools used in the operation of grounds, buildings, and open spaces; principles of first aid and safety; basic budget and record keeping methods.

Casitas Municipal Water District - Park Ranger II

Ability to: perform work requiring good physical condition; read, interpret and effectively enforce laws and regulations; use good judgment; make sound recommendations; take a proactive approach to problem solving; effectively supervise subordinate staff; deal effectively with the public and other agency personnel; establish and maintain effective working relationships; communicate effectively in both oral and written form; maintain records and prepare clear complete and concise reports; attend work as scheduled on a regular basis, effectively perform the position's required duties and responsibilities; direct and train staff; work evenings, weekends and holidays; demonstrates sensitivity to the needs and attitudes of others.

Certificates:

PC 832 course certified by POST upon hire; American Red Cross certification in professional level first aid, CPR/AED, and lifeguarding upon hire or within 90 days of employment.

License:

Possession of a valid California Driver License. Must maintain a satisfactory driving record.

Special Requirement:

All candidates for Park Ranger positions must successfully complete a pre-employment background investigation which includes a Department of Justice Livescan fingerprint check, physical exam and psychological exam.

Tools and Equipment Used:

District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Typical Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 90 lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.

Date: _____

Employee Signature

Rev. 05/16

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Ranger II
REPORTS TO: Park Services Manager
SALARY LEVEL: E20
DATE: November 2020

Definition:

Under the direction of the Park Services Manager, patrols Lake Casitas Recreation Area (LCRA) and Casitas Municipal Water District (District) owned/controlled property; enforces applicable District ordinances, government codes, state and federal laws relating to the use of District facilities. Assists in day to day operation of the LCRA. Performs other duties as assigned. Park Ranger II is the second level of the Park Ranger Series.

Essential Functions:

The duties listed below are intended only as illustrations of duties typical of this classification and are not intended to be an all-inclusive list of duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Patrols District owned or controlled property; primarily responsible for the LCRA, the Open Space lands referred to as "Jurisdiction".
- Responsible for ensuring that public facilities are reasonably safe for public use.
- Provides a deterrent to unacceptable behavior by maintaining high visibility at District facilities.
- Explains and interprets Park rules and other applicable regulations to patrons and the general public.
- Issues warnings and citations when necessary within scope of responsibility.
- Acts to diffuse difficult situations by utilizing de-escalation techniques.
- Requests emergency assistance as appropriate in detaining individuals whose actions endanger persons or property.
- Observes and records/reports violations of the law; protects evidence; prepares reports; provides security as needed at special events.
- Provides assistance in emergencies; administers first aid and CPR when necessary.
- May prepare and present a variety of public use education programs.
- Provides traffic control.
- Works with other agencies in a professional manner.
- Knowledgeable about Park job duties and personnel and is prepared to supervise and fill in when necessary for subordinate Park Rangers.

Knowledge and Abilities:

Knowledge of: basic principles and practices associated with general law enforcement, codes, ordinances, rules and regulations related to public use of LCRA, rules of evidence, laws relating to search and seizure, ability to de-escalate situations without use of force, arrest and control techniques, and applicable state and local laws; principles and practices of effective supervision; principles and practices of sound patrol techniques for parks, facilities, and open spaces; effective techniques for dealing with individuals from various

ages and from various ethnic, cultural, and socioeconomic groups; principles and practices of exemplary customer service; methods, materials, equipment and tools used in the operation of grounds, buildings, and open spaces; principles of first aid and safety; basic budget and record keeping methods.

Ability to: perform work requiring good physical condition; read, interpret and effectively enforce regulations; use good judgement; make sound recommendations; take a proactive approach to problem solving; deal effectively with the public and other agency personnel; establish and maintain effective working relationships; communicate effectively in both oral and written form; maintain records and prepare clear complete and concise reports; attend work as scheduled on a regular basis, effectively perform the position's required duties and responsibilities; direct and train staff; work evenings, weekends and holidays; demonstrates sensitivity to the needs and attitudes of others.

Education and Experience:

High school or General Education Diploma, with college level training in park management, law enforcement, or related areas; or two years of experience in the operations of a large park and recreation facility which would provide training, education and experience required for this positions. Completion of a Peace Officer Standards and Training (POST) program.

Certificates:

PC 832 course certified by POST, American Red Cross certification in professional level first aid, CPR/AED, and lifeguarding or within 90 days of employment.

License:

Possession of a valid California Driver License. Must maintain a satisfactory driving record.

Special Requirement:

All candidates for Park Ranger positions must successfully complete a pre-employment background investigation which includes a Department of Justice Livescan fingerprint check, physical exam and psychological exam.

Tools and Equipment Used:

District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Typical Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 50lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.

Casitas Municipal Water District - Park Ranger III

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Ranger III
REPORTS TO: Park Services Manager
SALARY LEVEL:
DATE: May 19, 2016

Definition

Under the direction of the Park Services Manager, patrols Lake Casitas Recreation Area(LCRA) and Casitas Municipal Water District(District) owned/controlled property; enforces applicable District ordinances, government codes, state and federal laws relating to the use of District facilities. May provide field training and oversee the day to day work of subordinate Park Rangers. May perform other duties as assigned.

Career Path

Casitas' Park Ranger III is the third step, fully qualified level of the Park Ranger series and is supervised by the Park Services Manager in the performance of the full range of tasks related to the operation of a large regional water-oriented recreation area in serving the needs of park guests while maintaining water quality in the lake. The incumbent exercises independent judgment effectively; patrol and perform enforcement duties independently. Is able to perform Field Training Officer responsibilities. Incumbent may assume supervisory duties in the absence of the Park Services Manager.

Examples of General Duties for All Park Rangers

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not necessarily exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address District needs and changing practices.

Patrols District owned or controlled property; primarily responsible for the Lake Casitas Recreation Area and Open Space Lands. Responsible for ensuring that public facilities are reasonably safe for public use; provides a deterrent to unacceptable behavior by maintaining high visibility at District facilities; explains and interprets Park rules and other applicable regulations to patrons and the general public; issues warnings and citations when necessary within scope of responsibility; acts to diffuse difficult situations; may perform field training responsibilities as assigned; while in the field requests emergency assistance as appropriate in detaining individuals whose actions endanger persons or property; observes and records/reports violations of the law; protects evidence; prepares reports; provides security as needed at special events; provides assistance in emergencies; administers first aid and CPR when necessary; may prepare and present a variety of public use education programs; provides traffic control; works with other agencies in a professional manner; conforms to uniform standards; is knowledgeable about Park job duties and personnel and is prepared to supervise and fill in when necessary for subordinate Park Rangers.

Education and Experience:

High school or General Education Diploma, with college level training in park management, law enforcement, or related areas, and four years experience in the operations of a large park and recreation facility including at least two years as a journey level park Park Ranger or training education and experience which would provide the required knowledge and abilities for this position. Completion of a Peace Officer Standards and Training(POST) program.

Knowledge and Abilities:

Knowledge of: principles and practices associated with general law enforcement, codes, ordinances, rules and regulations related to public use of LCRA, rules of evidence, laws relating to search and seizure, arrest and control techniques, and applicable state and local laws; principles and practices of effective supervision; principles and practices of sound patrol techniques for parks, facilities, and open spaces; effective techniques for dealing with individuals from various ages and from various ethnic, cultural, and socioeconomic groups; principles and practices of exemplary customer service; methods, materials, equipment and tools used in the operation of grounds, buildings, and open spaces; principles of first aid and safety; basic budget and record keeping methods.

Casitas Municipal Water District - Park Ranger III

Ability to: perform work requiring good physical condition; read, interpret and effectively enforce laws and regulations; use good judgment; make sound recommendations; take a proactive approach to problem solving; effectively supervise subordinate staff; deal effectively with the public and other agency personnel; establish and maintain effective working relationships; communicate effectively in both oral and written form; maintain records and prepare clear complete and concise reports; attend work as scheduled on a regular basis, effectively perform the position's required duties and responsibilities; direct and train staff; work evenings, weekends and holidays; demonstrates sensitivity to the needs and attitudes of others.

Certificates:

PC 832 course certified by POST upon hire; American Red Cross certification in professional level first aid, CPR/AED, and lifeguarding upon hire or within 90 days of employment.

License:

Possession of a valid California Driver License. Must maintain a satisfactory driving record.

Special Requirement:

All candidates for Park Ranger positions must successfully complete a pre-employment background investigation which includes a Department of Justice Livescan fingerprint check, physical exam and psychological exam.

Tools and Equipment Used:

District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Typical Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 90 lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.

Date: _____

Employee Signature

Rev. 05/16

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Ranger III
REPORTS TO: Park Services Manager
SALARY LEVEL: E24
DATE: November 2020

Definition:

Under the direction of the Park Services Manager, patrols Lake Casitas Recreation Area (LCRA) and Casitas Municipal Water District (District) owned/controlled property; enforces applicable District ordinances, government codes, state and federal laws relating to the use of District facilities. Assists in day to day operation of the LCRA. Performs other duties as assigned. May provide field training and oversee the day to day work of subordinate Park Rangers. Park Ranger III is the third level of the Park Ranger Series.

Essential Functions:

The duties listed below are intended only as illustrations of duties typical of this classification and are not intended to be an all-inclusive list of duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Patrols District owned or controlled property; primarily responsible for the LCRA, the Open Space lands referred to as "Jurisdiction".
- Responsible for ensuring that public facilities are reasonably safe for public use.
- Provides a deterrent to unacceptable behavior by maintaining high visibility at District facilities.
- Explains and interprets Park rules and other applicable regulations to patrons and the general public.
- Issues warnings and citations when necessary within scope of responsibility.
- Acts to diffuse difficult situations by utilizing de-escalation techniques.
- Requests emergency assistance as appropriate in detaining individuals whose actions endanger persons or property.
- Observes and records/reports violations of the law; protects evidence; prepares reports; provides security as needed at special events.
- Provides assistance in emergencies; administers first aid and CPR when necessary.
- May prepare and present a variety of public use education programs.
- Provides traffic control.
- Works with other agencies in a professional manner.
- Knowledgeable about Park job duties and personnel and is prepared to supervise and fill in when necessary for subordinate Park Rangers.
- Performs Field Training Officer responsibilities.

Knowledge and Abilities:

Knowledge of: basic principles and practices associated with general law enforcement, codes, ordinances, rules and regulations related to public use of LCRA, rules of evidence, laws relating to search and seizure, ability to de-escalate situations without use of force, arrest and control techniques, and applicable state and local laws; principles and practices

of effective supervision; principles and practices of sound patrol techniques for parks, facilities, and open spaces; effective techniques for dealing with individuals from various ages and from various ethnic, cultural, and socioeconomic groups; principles and practices of exemplary customer service; methods, materials, equipment and tools used in the operation of grounds, buildings, and open spaces; principles of first aid and safety; basic budget and record keeping methods.

Ability to: perform work requiring good physical condition; read, interpret and effectively enforce regulations; use good judgement; make sound recommendations; take a proactive approach to problem solving; deal effectively with the public and other agency personnel; establish and maintain effective working relationships; communicate effectively in both oral and written form; maintain records and prepare clear complete and concise reports; attend work as scheduled on a regular basis, effectively perform the position's required duties and responsibilities; direct and train staff; work evenings, weekends and holidays; demonstrates sensitivity to the needs and attitudes of others.

Education and Experience:

High school or General Education Diploma, with college level training in park management, law enforcement, or related areas; or two years of experience in the operations of a large park and recreation facility which would provide training, education and experience required for this positions. Completion of a Peace Officer Standards and Training (POST) program.

Certificates:

PC 832 course certified by POST, American Red Cross certification in professional level first aid, CPR/AED, and lifeguarding or within 90 days of employment.

License:

Possession of a valid California Driver License. Must maintain a satisfactory driving record.

Special Requirement:

All candidates for Park Ranger positions must successfully complete a pre-employment background investigation which includes a Department of Justice Livescan fingerprint check, physical exam and psychological exam.

Tools and Equipment Used:

District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Typical Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 50lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.

Casitas Municipal Water District - Park Ranger IV

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Ranger IV
REPORTS TO: Park Services Manager
SALARY LEVEL:
DATE: May 19, 2016

Definition

Under the direction of the Park Services Manager, patrols Lake Casitas Recreation Area(LCRA) and Casitas Municipal Water District(District) owned/controlled property; enforces applicable District ordinances, government codes, state and federal laws relating to the use of District facilities. May provide field training and oversee the day to day work of subordinate Park Rangers. May perform other duties as assigned.

Career Path

Casitas' Park Ranger IV is the fourth step, fully qualified level of the Park Ranger series and is supervised by the Park Services Manager in the performance of the full range of tasks related to the operation of a large regional water-oriented recreation area in serving the needs of park guests while maintaining water quality in the lake. The incumbent exercises independent judgment effectively; patrols and performs enforcement duties independently. Is able to perform Field Training Officer responsibilities. Incumbent may assume supervisory duties in the absence of the Park Services Manager.

Examples of General Duties

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not necessarily exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address District needs and changing practices.

Patrols District owned or controlled property; primarily responsible for the Lake Casitas Recreation Area and Open Space Lands. Responsible for ensuring that public facilities are reasonably safe for public use; provides a deterrent to unacceptable behavior by maintaining high visibility at District facilities; explains and interprets Park rules and other applicable regulations to patrons and the general public; issues warnings and citations when necessary within scope of responsibility; acts to diffuse difficult situations; may perform field training responsibilities as assigned; while in the field requests emergency assistance as appropriate in detaining individuals whose actions endanger persons or property; observes and records/reports violations of the law; protects evidence; prepares reports; provides security as needed at special events; provides assistance in emergencies; administers first aid and CPR when necessary; may prepare and present a variety of public use education programs; provides traffic control; works with other agencies in a professional manner; conforms to uniform standards; is knowledgeable about Park job duties and personnel and is prepared to supervise and fill in when necessary for subordinate Park Rangers.

Education and Experience:

High school or General Education Diploma, with college level training in park management, law enforcement, or related areas, and five years experience in the operations of a large park and recreation facility including at least two years as a journey level park Park Ranger or training, education and experience which would provide the required knowledge and abilities for this position. Completion of a Peace Officer Standards and Training(POST) program.

Knowledge and Abilities:

Knowledge of: principles and practices associated with general law enforcement, codes, ordinances, rules and regulations related to public use of LCRA, rules of evidence, laws relating to search and seizure, arrest and control techniques, and applicable state and local laws; principles and practices of effective supervision; principles and practices of sound patrol techniques for parks, facilities, and open spaces; effective techniques for dealing with individuals from various ages and from various ethnic, cultural, and socioeconomic groups; principles and practices of exemplary customer service; methods, materials, equipment and tools used in the operation of grounds, buildings, and open spaces; principles of first aid and safety; basic budget and record keeping methods.

Casitas Municipal Water District - Park Ranger IV

Ability to: perform work requiring good physical condition; read, interpret and effectively enforce laws and regulations; use good judgment; make sound recommendations; take a proactive approach to problem solving; effectively supervise subordinate staff; deal effectively with the public and other agency personnel; establish and maintain effective working relationships; communicate effectively in both oral and written form; maintain records and prepare clear complete and concise reports; attend work as scheduled on a regular basis, effectively perform the position's required duties and responsibilities; direct and train staff; work evenings, weekends and holidays; demonstrates sensitivity to the needs and attitudes of others; complete administrative duties as it relates to special events, policy, and reports.

Certificates:

PC 832 course certified by POST upon hire; American Red Cross certification in professional level first aid, CPR/AED, and lifeguarding upon hire or within 90 days of employment.

License:

Possession of a valid California Driver License. Must maintain a satisfactory driving record.

Special Requirement:

All candidates for Park Ranger positions must successfully complete a pre-employment background investigation which includes a Department of Justice Livescan fingerprint check, physical exam and psychological exam.

Tools and Equipment Used:

District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Typical Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 90 lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.

Date: _____

Employee Signature

Rev. 05/16

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Ranger IV
REPORTS TO: Park Services Manager
SALARY LEVEL: E30
DATE: November 2020

Definition:

Under the direction of the Park Services Manager, patrols Lake Casitas Recreation Area (LCRA) and Casitas Municipal Water District (District) owned/controlled property; enforces applicable District ordinances, government codes, state and federal laws relating to the use of District facilities. Assists in day to day operation of the LCRA. Performs other duties as assigned. May provide field training and oversee the day to day work of subordinate Park Rangers. Park Ranger IV is the top level of the Park Ranger Series.

Essential Functions:

The duties listed below are intended only as illustrations of duties typical of this classification and are not intended to be an all-inclusive list of duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Patrols District owned or controlled property; primarily responsible for the LCRA, the Open Space lands referred to as "Jurisdiction".
- Responsible for ensuring that public facilities are reasonably safe for public use.
- Provides a deterrent to unacceptable behavior by maintaining high visibility at District facilities.
- Explains and interprets Park rules and other applicable regulations to patrons and the general public.
- Issues warnings and citations when necessary within scope of responsibility.
- Acts to diffuse difficult situations by utilizing de-escalation techniques.
- Requests emergency assistance as appropriate in detaining individuals whose actions endanger persons or property.
- Observes and records/reports violations of the law; protects evidence; prepares reports; provides security as needed at special events.
- Provides assistance in emergencies; administers first aid and CPR when necessary.
- May prepare and present a variety of public use education programs.
- Provides traffic control.
- Works with other agencies in a professional manner.
- Knowledgeable about Park job duties and personnel and is prepared to supervise and fill in when necessary for subordinate Park Rangers.
- Performs Field Training Officer responsibilities.

Knowledge and Abilities:

Knowledge of: basic principles and practices associated with general law enforcement, codes, ordinances, rules and regulations related to public use of LCRA, rules of evidence, laws relating to search and seizure, ability to de-escalate situations without use of force, arrest and control techniques, and applicable state and local laws; principles and practices

of effective supervision; principles and practices of sound patrol techniques for parks, facilities, and open spaces; effective techniques for dealing with individuals from various ages and from various ethnic, cultural, and socioeconomic groups; principles and practices of exemplary customer service; methods, materials, equipment and tools used in the operation of grounds, buildings, and open spaces; principles of first aid and safety; basic budget and record keeping methods.

Ability to: perform work requiring good physical condition; read, interpret and effectively enforce regulations; use good judgement; make sound recommendations; take a proactive approach to problem solving; deal effectively with the public and other agency personnel; establish and maintain effective working relationships; communicate effectively in both oral and written form; maintain records and prepare clear complete and concise reports; attend work as scheduled on a regular basis, effectively perform the position's required duties and responsibilities; direct and train staff; work evenings, weekends and holidays; demonstrates sensitivity to the needs and attitudes of others.

Education and Experience:

High school or General Education Diploma, with college level training in park management, law enforcement, or related areas; or two years of experience in the operations of a large park and recreation facility which would provide training, education and experience required for this positions. Completion of a Peace Officer Standards and Training (POST) program.

Certificates:

PC 832 course certified by POST, American Red Cross certification in professional level first aid, CPR/AED, and lifeguarding or within 90 days of employment.

License:

Possession of a valid California Driver License. Must maintain a satisfactory driving record.

Special Requirement:

All candidates for Park Ranger positions must successfully complete a pre-employment background investigation which includes a Department of Justice Livescan fingerprint check, physical exam and psychological exam.

Tools and Equipment Used:

District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Typical Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 50lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; have hearing and vision within normal ranges.