

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Watercraft

SERIES NO.:

2691

MAJOR AGENCIES:

Natural Resources

EFFECTIVE DATE:

11/04/2012

SERIES PURPOSE:

The purpose of the watercraft occupation is to ensure boating safety on Ohio's streams & lakes.

At the entry level, incumbents receive training in watercraft operations.

At the developmental level, incumbents teach & enforce watercraft laws.

At the specialist level, incumbents coordinate enforcement, rescue techniques & educational activities in assigned district.

At the district supervisor level, incumbents direct & administer all watercraft activities & supervise assigned personnel in district office.

JOB TITLE

Watercraft Officer Cadet

JOB CODE

26910

PAY GRADE

08

EFFECTIVE

07/01/2007

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of watercraft safety practices in order to receive extensive training in watercraft laws, regulations, law enforcement & education skills to include transporting of prisoners, use of firearms, public speaking & first aid.

JOB TITLE

Watercraft Officer

JOB CODE

26911

PAY GRADE

10

EFFECTIVE

07/01/2007

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of watercraft safety practices in order to assist in training enforcement & other division personnel (e.g., cadets, volunteers, interns) in watercraft program activities.

JOB TITLE

Watercraft Officer Specialist

JOB CODE

26912

PAY GRADE

11

EFFECTIVE

06/19/2011

CLASS CONCEPT:

The full performance level class works under general supervision procedures in order to coordinate enforcement, water rescue techniques & educational activities in assigned district & act as lead worker over assigned personnel (e.g., officers, cadets, volunteers, interns).

JOB TITLE

Watercraft District Supervisor

JOB CODE

26916

PAY GRADE

13

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of watercraft programs in order to direct all watercraft activities & supervise assigned watercraft personnel in district office.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Watercraft Officer Cadet	26910	02	07/01/2007	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives extensive training in watercraft laws & regulations (e.g., criminal laws; civil laws, laws of evidence; methods of arrest; search & seizure; investigative skills; handling of prisoners; court conduct; patrolling & enforcement techniques; use of firearms; self defense; first aid & emergency care).

Receives extensive training in watercraft law enforcement, accident investigation, search & rescue procedures, boat & pursuit operation; learns enforcement of 'operating under the influence' & 'drug laws' on water; learns public speaking & teaching skill development; learns to develop lesson plans & student performance objectives; learns rescue techniques on flat & moving water, floods & ice.

Receives instruction on organization & function of Ohio Department Of Natural Resources & Division Of Watercraft; learns purpose & responsibility of watercraft officer; receives instruction on uniform regulations & officers code of ethics.

Attends guest lectures & discussion sessions; completes exams & in-service training for all classes & practical exams attended; receives extensive instruction in public & human relations & field contacts.

Patrols assigned area with commissioned officers; assists with arrests & investigations; conducts safety inspections on recreational vessels; presents public information & education programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of watercraft safety practices*; Ohio laws & departmental rules & regulations governing watercraft operations (i.e., Ohio Revised Code Chapters 1547 & 1548)*; public relations*; employee training & development*. Skill in operation & maintenance of watercraft*; swimming; audio-visual equipment*; water rescue techniques*. Ability to interpret variety of instructions in written, oral, picture or schedule form; prepare & deliver lectures before general & technical audiences; develop, write &/or use lesson plans; gather, collate & classify information about data, people or things; add, subtract, multiply & divide whole numbers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High school diploma or G.E.D.; valid driver's license; must be able to continuously swim 300 yds. in 12 minutes or less, continuously tread water for 5 minutes, perform surface dive & retrieve object in at least 5 feet of water from treading water position; must be 21 yrs. of age upon completion of Ohio peace officer training per Section 124.41 of Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of the FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards For New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. An applicant with positive test results will not be offered employment per section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Successful completion of Ohio Peace Officer Training Council requirements within one year from date of hire. Per Article 31.05 of the FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Travels overnight with some extended stays; may be called out for 24 hours, 7 days per week (including evenings, weekends & holidays); exposed to inclement weather, boating rescue, floods & environmental hazards/ wastes, law enforcement violators & training which may cause substantial physical harm or death; work as educator with diversified age groups (e.g., 5-95).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Watercraft Officer	26911	02	07/01/2007	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in training enforcement & other division personnel (e.g., cadets, volunteers, interns) to teach/train, develop & coordinate education &/or enforcement &/or search & rescue technique program activities (e.g., writes lesson plans, develops tests & performance check lists, books activities) & assists higher-level watercraft staff in preparation of watercraft program goals & priorities; assists in training & updating personnel on boating educational topics.

Teaches boating classes, enforcement &/or search & rescue techniques (e.g., evidence processing, utilization of deadly force/handcuffing & prisoner restraint, water rescue techniques) to public & interested groups & organizations (e.g., marine patrol officers, fire departments, rescue squads); acts as certifying officer for basic-level courses & assists certifying officer with instructor-level courses; assists in preparation of statewide boating safety program development; researches & analyzes boating data & activities to assist in development of program strategies; writes materials, articles & brochures; prepares routine reports; assists in coordinating district educational equipment loan program (e.g., canoes, tapes, movies).

Performs marine law enforcement activities & enforces appropriate laws & rules (e.g., Ohio Revised Code Sections 1547 & 1548 regarding commercial & recreation boating of public, marina operators & livery owners); administers field sobriety & alcohol-sensing tests (e.g., test boaters suspected of being under influence of alcohol & drugs); issues citations to boaters; makes arrests; responds to boating accidents & conducts investigations (e.g., stolen vessels; motors; conditional employment background investigations) performs water rescue/recoveries (e.g., conducts water rescues of boaters, boating accidents to include collisions, swamping, capsizing or boating in hazardous areas); participates in marine enforcement activities (e.g., sobriety check points, special events, investigations), provides protection, transportation & emergency response to state & federal executive branches & other high ranking government officials; gathers evidence & testifies in court (e.g., drugs; stolen property); serves & executes court-issued warrants (e.g., checks arrest records of violators for outstanding warrants); participates & qualifies approved weapons for commissioned personnel; assists prosecuting attorneys in prosecution of felony cases (e.g., conducts investigations & collects evidence); assists district court officers; represents district in hearings &/or meetings; operates motor vehicle to conduct law enforcement activities; acts as liaison between Ohio Department Of Natural Resources Division Of Watercraft, general boating public & judges, prosecutors & law clerks.

Performs public relations activities (e.g., writes news releases; public service announcements; participates in boat shows/events; performs radio &/or television interviews &/or public inquiries); operates & performs preventive maintenance (e.g., cleans & lubricates) vehicles, boats, motors, trailers, weapons/firearms, alcohol-sensing, safety-rescue, audio-visual, photography &/or office equipment; assists in office related duties (e.g., answers telephone; greets visitors; operates dispatch radio).

MAJOR WORKER CHARACTERISTICS:

Knowledge of watercraft enforcement, water rescue & safety practices & procedures*; Ohio laws & department rules & regulations governing watercraft operations (i.e., Ohio Revised Code Chapters 1547 & 1548)*; public relations; employee training & development*. Skill in operation & maintenance of watercraft*; audio-visual equipment; photography equipment; water rescue equipment; weapons (i.e., firearms) motor vehicle; swimming. Ability to interpret variety of instructions in written, oral, picture or schedule form; prepare & deliver lectures before general & technical audiences; gather, collate & classify information people or things; handle sensitive inquiries from & contacts with officials & general public; write &/or edit articles for publication.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 months experience as a Watercraft Officer Cadet, 26910.

-Or successful completion of Ohio Basic Peace Officer Training Academy (O.P.O.T.A.); commissionable as watercraft officer by Ohio Department Of Natural Resources, Division Of Watercraft; current certification in: Detection Apprehension Prosecution (DAP)/Driving Under Influence (DUI) enforcement; adult first aid/CPR or equivalent; must be able to continuously swim 300 yards in 12 minutes or less per Watercraft Division standards; must be able to perform surface dive & continuously tread water for 5 minutes; must be 21 yrs. of age per section 124.41 of revised code. Probationary period is one year; must possess valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. An applicant with positive test results will not be offered employment per section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Annual compliance with division's swimming requirements. Per Article 31.05 of the FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Travels overnight with some extended stays; may be called out anytime 7 days per week (including evenings, weekends & holidays); exposed to inclement weather, boating rescue, floods & environmental hazards/ wastes, law enforcement violators & watercraft training which may cause substantial physical harm or death.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Watercraft Officer Specialist	26912	02	06/19/2011	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In assigned watercraft area/district, acts as lead worker over assigned personnel (e.g., cadets, officers, volunteers, interns) in order to teach/train, develop & coordinate education, enforcement & search & rescue technique program activities (e.g., coordinates assigned district-level watercraft education, law enforcement & water rescue programs/classes; coordinates instructor & basic-level boating education courses; determines on-water or classroom course needs; conducts periodic qualifications & practice sessions for approved weapons for commissioned personnel; trains enforcement officers, fire & rescue personnel & other groups in water rescue techniques (e.g., hands on training regarding various boats, water &/or weather conditions); writes lesson plans; develops tests & performance check lists; writes technical manuals; books & activities) & works with supervisor to establish program goals & priorities, coordinates boating safety program & trains & updates personnel regarding boating educational topics.

Teaches boating classes, enforcement, search & rescue techniques (e.g., evidence processing; utilization restraint; water rescue techniques) to public, interested groups & organizations (e.g., marine patrol officers, fire departments, rescue squads); acts as certifying officer for basic-level courses & instructor-level courses; researches & analyzes boating data & activities to develop program strategies; writes technical/educational materials, articles & brochures; prepares technical &/or routine reports coordinates district educational equipment loan program (e.g., canoes, tapes, movies).

Performs marine law enforcement activities & enforces appropriate laws & rules (e.g., Ohio Revised Code Sections 1547 & 1548 regarding commercial & recreational field sobriety & being under influence of alcohol & drugs); issues citations to boaters; makes arrests; responds to boating accidents & coordinates & conducts investigations (e.g., boat rental agents, registration agents, stolen vessels, motors, conditional employment background investigations); performs water rescue/recoveries (e.g., conducts water rescues of boaters & boating accidents to include collisions, swamping, capsizing or boating in hazardous areas); performs marine enforcement activities (e.g., sobriety check points, special events) provides protection, transportation & emergency response to state & federal executive branches & other high ranking government officials; gathers evidence & testifies in court; serves & executes court-issued warrants; participates & qualifies approved weapons for commissioned personnel; assists prosecuting attorneys in prosecution of felony cases (e.g., conducts investigations & collects evidence); acts as district court officer; represents district in court, hearings &/or meetings; acts as liaison between Ohio Department Of Natural Resources, Division Of Watercraft, general boating public & judges, prosecutors &/or clerks; Marine Trade Associations, United States Coast Guard Auxiliary, U.S. Power Squadrons.

Plans & performs public relations activities (e.g., writes news releases & public service announcements; participates in boat shows/events; performs radio &/or television interviews &/or public announcements); provides information or responds, verbally or in writing, to public inquiries; operates & maintains (e.g., cleans & lubricates) vehicles, boats, motors, trailers, weapons/firearms, alcohol-sensing, safety-rescue, audio-visual, photography & office equipment); assists in office related duties (e.g., answers telephone; greets visitors; operates dispatch radio).

MAJOR WORKER CHARACTERISTICS:

Knowledge of watercraft safety practices & procedures; Ohio laws & department rules & regulations governing watercraft operations (i.e., Ohio Revised Code Chapters 1547 & 1548); public relations; employee training & development; preventive maintenance. Skill in operation & maintenance of watercraft; water rescue equipment; swimming; audio-visual & photography equipment; typewriter &/or computers. Ability to interpret variety of instructions in written, oral, picture or schedule form; prepare & deliver lectures before general & technical audiences; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; write &/or edit articles for publication.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. experience as Watercraft Officer, 26911.

-Or successful completion of Ohio Basic Peace Officer Training Academy (O.P.O.T.A); commissionable as watercraft officer by Ohio Department Of Natural Resources, Division Of Watercraft; 24 mos. trg. or 24 mos. exp. in marine law enforcement; 24 mos. trg. or 24 mos. exp. in training of public/specialized groups in operation, maintenance & watercraft safety practices; completion of instructor-level certification in: swiftwater/water rescue or equivalent; OBEC instructor courses in boating accident investigation or equivalent, interview & interrogation or equivalent, leadership training or

equivalent, incident command system; must be able to continuously swim 300 yards in 12 minutes or less per Watercraft Division standards; must be able to perform surface dive & continuously tread water for 5 minutes; must be 21 yrs. of age per Section 124.41 of revised code. Probationary period is one year; must possess valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. An applicant with positive test results will not be offered employment per section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Annual compliance with division's swimming requirements; must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Travels overnight with some extended stays; may be called out anytime 7 days per week (including evenings, weekends & holidays); exposed to inclement weather, boating rescue, floods & environmental hazards/ wastes, law enforcement violators & training which may cause substantial physical harm or death.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Watercraft District Supervisor	26916	EX	01/09/2005	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates, plans & supervises assigned district office boating safety activities to include all aspects of recreational boating, law enforcement, education & rescue activities (e.g., plans operational goals & objectives for district, plans work & determines priorities in areas of law enforcement, boater education, victim rescue to ensure all policies & procedures are followed, directs & implements necessary changes to ensure technical & professional excellence in law enforcement activities & programs, compiles statistical data of district activities for review, develops & administers district budget to include long range, personnel & equipment needs, obtains bids, develops specifications, submits purchase orders for district equipment & maintenance, sets up & reconciles accounts with local vendors, reconciles fine monies with local courts, maintains petty cash accounts, plans & recommends in-service training programs, oversees & administers maintenance & inventory of district property & equipment to include boats, vehicles, weapons, buildings, office equipment & audio visual equipment, oversees & implements computer analysis of violator citations, payroll & constituency files).

Supervises district personnel (e.g., watercraft satellite area supervisor, assistant district supervisor, watercraft officer specialist, watercraft officers, clerical personnel, conservation workers, seasonal appointments & volunteers) interviews & recruits applicants for vacant positions, trains applicants on policies & procedures, completes employee performance evaluations, assigns & review tasks, approves work schedules & leave requests).

Directs district public relations efforts (e.g., coordinates law enforcement programs with other natural resources divisions, United States Coast Guard, United States Customs, United States Drug Enforcement Agency, Internal Revenue Service, Federal Bureau Of Investigations, United States District Attorney General & other law enforcement agencies), directs district education programs (e.g., boating safety programs), administers & oversees skill development & waterborne rescue training to marine patrols, fire fighters, rescue personnel & other emergency personnel to include marine law enforcement, water, ice & flood rescue & body recovery.

Directs district law enforcement activities regarding watercraft laws & criminal violations to include homicides & felonies, issues citations, makes arrests, conducts investigations, assists persons in distress, investigates district boat related fatalities.

Reviews & drafts reports for division capital improvements & reviews status of existing boat facilities; prepares reports regarding effects of existing watercraft laws & regulations, acts as on-scene supervisor of critical incidents (e.g., chemical spill exposure).

MAJOR WORKER CHARACTERISTICS:

Knowledge of watercraft safety practices; supervisory principles & methods; laws & department rules & regulations governing watercraft operations (i.e., Ohio Revised Code Chapters 1547 & 1548); public relations; employee training & development. Skill in operation & maintenance of watercraft; swimming; audio-visual equipment; rescue techniques. Ability to interpret variety of instructions in written, oral, picture or schedule form; prepare & deliver lectures before general & technical audiences; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; add, subtract, multiply & divide whole numbers; write &/or edit articles for publication; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio Basic Peace Officer Training; commissioned as watercraft officer by Ohio Department Of Natural Resources, Division Of Watercraft; completion of associate core program in natural resource area (e.g., parks & recreation; forestry; fisheries; wildlife; resource development; environmental education); 5 yrs. trg. or 5 yrs. exp. in law enforcement; 5 yrs. trg. or 5 yrs. exp. in operation, maintenance & safety practices associated with watercraft & in water rescue techniques or in teaching boating safety & presenting safe boating lectures to include operation of audio/visual equipment; 12 mos. trg. or 12 mos. exp. in budgeting; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques; must be able to swim 300 yds. in 8 minutes or less; must be able to tread water for minimum of 5 minutes; must be able to perform surface dive.

-Or 2 yrs. exp. as Watercraft Education Supervisor, 26935.

-Or 4 yrs. exp. as Watercraft Officer Specialist, 26912, Watercraft Education Officer, 26931, Watercraft Investigator, 26921 or Watercraft District Administrative Assistant, 26914.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Annual compliance with division's swimming requirements; must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Travels overnight on some extended stays; may be called out for 24 hrs., 7 days per week (including weekends & holidays); exposed inclement weather, boating rescue, floods & environmental hazards/wastes, law enforcement violators & training which may cause substantial physical harm or death.