

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Watercraft Area

SERIES NO.:

2696

MAJOR AGENCIES:

Natural Resources Only-Watercraft

EFFECTIVE DATE:

04/26/2009

SERIES PURPOSE:

The purpose of the watercraft area occupation is to manage activities of watercraft areas &/or regions.

At the supervisory level, incumbents manage activities of watercraft area offices.

At the managerial level incumbents administer overall watercraft activities within an assigned region.

Note: Point system is established by Division Of Watercraft.

JOB TITLE

Watercraft Area Supervisor

JOB CODE

26965

PAY GRADE

13

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of watercraft law enforcement & safety practices & program regulations in order to manage all activities of watercraft area office (i.e., 15-20 county area) & supervise assigned watercraft staff within assigned area.

JOB TITLE

Watercraft Regional Manager

JOB CODE

26967

PAY GRADE

14

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of watercraft law enforcement & safety practices & program regulations in order to administer overall watercraft activities within an assigned region (i.e., 15 to 36 county area) & supervise watercraft area supervisors & assigned watercraft staff within assigned region.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Watercraft Area Supervisor	26965	EX	04/26/2009	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.)

Manages all activities of watercraft area office, sets goals & objectives for area programs, develops & administers budget, determines fiscal priorities for personnel, equipment & maintenance, tracks fiscal expenditures, works in conjunction with watercraft regional manager to formulate & develop strategies for marine patrol & education programs, recommends capital improvement grants & in conjunction with watercraft regional manager, formulates & develops overall area law enforcement program, coordinates area funded marine patrol & education activities with local agencies & supervises assigned watercraft staff within assigned area.

Directs all law enforcement & education activities of area office; determines area law enforcement & education goals; coordinates all enforcement activities with local law enforcement agencies; oversees & manages registration account program, petty cash & cash revenue accounts (e.g., boating registration; boating course program); evaluates requests for dredging; operates equipment (e.g., patrol boat; radio; personal computer/software packages; motor vehicle) in monitoring & implementing area activities.

Coordinates & conducts meetings with constituent groups (e.g., recreational boating groups; coast guard auxiliary; United States power squadron; safe boating councils) in order to promote division of watercraft programs; coordinates public relations activities for area office; contacts media for interviews; drafts press releases; fills in for regional manager on intermittent basis; operates motor vehicle to visit watercraft areas.

MAJOR WORKER CHARACTERISTICS:

Knowledge of watercraft law enforcement & safety practices; supervisory principles/techniques*; agency & state laws, rules & guidelines pertaining to watercraft activities; budgeting; public relations; inventory control; speech &/or oral communication. Skill in operation of firearms, patrol boat, radio & motor vehicle; rescue operations; swimming & word processing (e.g., Word, Power Point, Access, Quicken). Ability to deal with many variables & determine specific course of action; calculate fractions, decimals & percentages; use proper research methods; write meaningful, concise & accurate reports; prepare & conduct education programs; handle sensitive inquiries from & contacts with officials & general public; 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; marine 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 & 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; must be able to perform surface dive; must possess valid driver's license.

-Or 2 yrs. exp. as Watercraft Officer Specialist, 26912, Watercraft Education Officer, 26931, Watercraft Investigator, 26921, or Watercraft District Administrative Assistant, 26914.

-Or 5 yrs. exp. as Watercraft Officer, 26911.

-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 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 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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Watercraft Regional Manager	26967	EX	01/09/2005	14

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.)

Responsible for overall administration of all watercraft activities within an assigned region (i.e., 14 to 36 county area), supervises watercraft area supervisors & assigned watercraft staff within assigned region, develops & implements regional & area budgets, law enforcement, education & public information activities, coordinates search & rescue operations within region, formulates region goals & priorities (e.g., enforcement; maintenance; operational plans) & coordinates activities between area offices within region & plans & coordinates regional law enforcement &/or search & rescue activities.

Directs watercraft region public relations program; coordinates contacts with media (e.g., newspaper; radio; television) to promote boating programs within region & directs responses to questions regarding boating accidents; conducts & attends meetings (e.g., staff meetings; United States Coast Guard; Army Corps Of Engineers; United States Coast Guard Auxiliary; federal, state & local law enforcement).

Represents division at meetings (e.g., state & regional boating associations; regional safety councils; yacht clubs; marine trade associations; boat captains association); represents region at regional, county & local government meetings.

Operates personal computer & software packages in order to & draft reports on boating facilities to project future needs/capital improvements/grants/law enforcement activities/marine patrol funding; operates motor vehicle to visit regional sites.

MAJOR WORKER CHARACTERISTICS:

Knowledge of watercraft law enforcement & safety practices; supervisory principles/techniques*; management* (e.g., natural resources, parks & recreation, business or public administration); employee training & development; agency & state laws, rules & guidelines pertaining to watercraft activities; budgeting; speech &/or oral communication. Skill in operation of firearms; rescue operations; motor vehicle & swimming. Ability to deal with many variables & determine specific course of action; write meaningful, concise & accurate reports; prepare & conduct education programs; handle face-to-face inquiries with general public; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio basic peace officer training; commissionable 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; marine wildlife; resource development; environmental education); 6 yrs. trg. or 6 yrs. exp. in law enforcement; 6 yrs. trg. or 6 yrs. exp. in operation, maintenance & safety practices associated with watercraft & water rescue techniques or in teaching boating safety & presenting safe boating lectures to include operation of audio/visual equipment; 2 yrs. trg. or 2 yrs. exp. in budgeting; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques; must be able to perform surface dive; must possess valid driver's license.

-Or 3 yrs. exp. as Watercraft Area Supervisor 1, 26965, Watercraft Area Supervisor 2, 26966, or Watercraft District Supervisor, 26916.

-Or 5 yrs. exp. as Watercraft Officer Specialist, 26912, Watercraft Education Officer, 26931, Watercraft Investigator, 26921, or Watercraft District Administrative Assistant, 26914.

-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 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 to inclement weather, boating rescue, floods & environmental hazards/wastes, law enforcement violators & training which may cause substantial physical harm or death.