

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

Watercraft Law Enforcement Administrator

**SERIES NO.:**

2697

**MAJOR AGENCIES:**

Ohio Department Of Natural Resources-Watercraft Division

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the watercraft law enforcement administrator occupation is to administer law enforcement/search and rescue program for the Division of Watercraft.

At the administrative level, incumbent administers overall Division of Watercraft statewide law enforcement activities and supervises assigned staff.

**CLASS TITLE**

Watercraft Law Enforcement Administrator

**CLASS NUMBER**

26971

**PAY RANGE**

14

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The advanced level class works under general direction & requires considerable knowledge of watercraft laws & education procedures in order to administer overall Division of Watercraft statewide law enforcement activities & supervises assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Watercraft Law Enforcement Administrator	26971	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.)**

In the Division of Watercraft, plans, directs & administers statewide law enforcement & water search & rescue programs & supervises personnel (e.g., plans & assigns work, authorizes leave/training, evaluates, trains, counsels, recommends &/or initiates disciplines/removals, etc.); manages program activities (e.g., law enforcement, inter-agency marine patrol assistance, water search & rescue, grant processing, etc.); manages &/or makes program recommendations to supervisor (e.g., formulates policies & procedures, determines goals & objectives, utilizes technical expertise to evaluate ongoing projects/program issues, etc.); interprets technical aspects of related laws, rules & regulations; attends weekly management staff meetings.

Manages various administrative duties of assigned programs (e.g., conducts on-site reviews; drafts &/or recommends legislation; prepares position papers, reports & budget, etc.); oversees &/or participates in various program activities (e.g., division-related commercial vessel inspections; maintenance/security/confidentiality of assigned records, reports & property; inter-marine patrol grant process; loan agreements; boat accidents; stolen vessels; boat/title registration investigations, etc.); pre-screens, interviews & makes recommendations for vacant positions; reviews & forwards information to u.s. coast guard, marine event permits, etc.; coordinates water search & rescue program activities (e.g., reservoir water-releases utilized by various parks & governmental agencies, etc.); directs or writes materials, articles or brochures for publication; responds verbally, or in writing, to technical or sensitive inquiries.

Manages public relations & training activities for assigned programs; serves as liaison/division representative to department/sister divisions or various governmental agencies; participates in public meetings; plans & coordinates department/division committees, workgroups, task forces, etc.; oversees &/or administers statewide application/equipment training of division personnel regarding law enforcement & various water search & rescue program activities; provides various water-type rescue techniques or skill development courses; researches water rescue techniques or skill development courses; researches water rescue technology to enhance rescue techniques; participates in commission or instructor-level courses to maintain necessary certifications; makes presentations or delivers speeches; represents division/section at meetings & hearings; provides expert testimony in court & hearings; attends conferences & meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of watercraft safety practices\*; Ohio laws & departmental rules & regulations governing watercraft operations (i.e., Ohio Revised Code Chapters 1547 & 1548)\*; supervisory principles/techniques; 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:**

Completion of undergraduate core in business administration, public administration or natural resources; 1 yr. trg. or 1 yr. exp. in supervisory principles/techniques; valid driver's license; must be able to swim 300 yds. in 8 minutes or less, tread water for minimum of 5 minutes & perform surface dive; must be 21 yrs. of age upon completion of Ohio peace officer training per section 124.41 of Ohio revised code. Commissionable as a watercraft officer by Ohio Department Of Natural Resources, Division Of Watercraft.

-Or 24 mos. exp. as Watercraft Regional Manager, 26967.

-Or 48 mos. exp. as Watercraft Area Supervisor 1, 26965.

-Or 48 mos. exp. as Watercraft Area Supervisor 2, 26966.

-Or 48 mos. exp. as Watercraft District Supervisor, 26916.

-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:**

Must maintain state watercraft officer commission; OPOTA instructor level certification; first aid & CPR; must pass annual swim test; 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 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).