

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for performing security, clerical, maintenance, custodial, relief water plant operator, public safety and attendant services at City operated lake and reservoir areas, and other related assigned duties.

**ESSENTIAL TASKS:**

- Patrols lakes and shores and enforces regulations pertaining to lakes and surrounding areas
- Sells and collects payment for fishing, boating, and camping permits, and boathouse rentals.
- Perform on/off orders for Spavinaw water district.
- Searches and performs rescue of lost persons/property or drowned victims
- Removes water/boating hazards
- Monitors and controls pollution sources in lakes and on shores
- Monitors the environment, the weather station and evaporation pan, and flood conditions
- Operates and performs routine repairs on boats, motors, stationary mechanical equipment, power tools, and various automotive equipment
- Handles customer complaints and provides customer service to people on the lake and in the surrounding recreational areas
- May assist other law enforcement agencies investigating auto/boat accidents
- Must report to work in a timely manner

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- (b) Four (4) years' experience relevant to the essential tasks listed in this job description, **including:**
- (c) *Experience in conservation, construction, or law enforcement work preferred.*

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of the appropriate rules, regulations and laws related to public safety and the use of assigned recreational areas
- Good knowledge of first aid, lifesaving work, and water safety practices
- Good knowledge of routine minor repair and maintenance practices
- Some knowledge of maintenance and construction tools and practices

Ability to:

- Understand and influence the behavior of others within the organization, customers, or the public to achieve job duty objectives and to cause action or understanding
- Understand and carry out written and verbal instructions and to react quickly and calmly in emergency situations
- Operate a variety of light to medium automotive equipment and power boats
- Prepare and maintain accurate records and reports

**PAY INCREASE OPPORTUNITY**

**Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.**

1<sup>st</sup> Proficiency; Employee will be eligible for a one step increase when the following criteria has been met:

- Completion of six (6) months as a Lake Patrol Officer, and
- Completion of a course in Customer Service Training, and
- Obtains an Oklahoma Department of Environmental Quality (ODEQ) Class "D" Water Operator's License, and
- Obtains First Aid/CPR/AED Certification, and
- Obtains Boater Safety Certification

2<sup>nd</sup> Proficiency; Employee will be eligible for a one step increase when the following criteria has been met:

- Completion of 12 months as a Lake Patrol Officer, and
- Completion of a Computer Skills Class, and
- Completion of On Water Boat Operation Training, and
- Obtains an Oklahoma Department of Environmental Quality (ODEQ) Class "C" Water Laboratory License

3<sup>rd</sup> Proficiency; Employee will be eligible for a one step increase when the following criteria has been met:

- Completion of 18 months as a Lake Patrol Officer, and
- Obtains HAZWOPER Certification, and
- Completes Oklahoma Kill Response Management Team (OKRMT) Training, and
- Obtains Drone Certification, and
- Obtains an Oklahoma Department of Environmental Quality (ODEQ) Class "C" Water Operator's License

Physical Requirements: Physical requirements include frequent standing and walking; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, climbing, twisting, feeling, and smelling; occasional reaching and crawling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Operator's License; **and,**
- b) Possession of a Department of Environmental Quality (DEQ) Class "D" Water Operator's License within six (6) months of hire; **and,**
- c) Certification in C.P.R./First Aid within six (6) months of hire; **and,**
- d) Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) (some positions)

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, weather/temperature extremes, rough terrains, cutting/chipping/grinding,



## CLASS TITLE | LAKE PATROL OFFICER

PAY GRADE: LT-16| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 03/22/2023

---

hazardous/toxic atmospheres, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, compressed gases, high noise areas, and refuse/garbage/litter.

**EEO Code: N-08**

**Group: Clerical and Administrative Group**

**Series: Utility Field Services**