

JOB TITLE: **MARINE DIVISION - LIEUTENANT**
DEPARTMENT: Sheriff-Justice
SUPERVISOR: Sheriff or Undersheriff
SUPERVISION EXERCISED: Supervises others. .
EXEMPT STATUS: Non-exempt
LAST REVISION: 11/21/2018

Job Scope

Summary: Supervises all activities and functions of the Marine Division. Is responsible for the adherence by all subordinates to Bonner County, Sheriff's Office and Marine Division's regulations and policies. Oversees the Marine Division's operating procedures and compliance. Accomplishes this end through a balanced approach consisting of providing law enforcement, boater safety education, search and rescue, and other emergency and community services. Average work hours per week are twenty-one (21) hours or more during peak season.

Other Information: Educates the public on boating and waterways issues. Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to routine situations. Incumbent regularly interacts with supervisor while receiving periodic supervision. Communicates with others both inside and outside the organization. Internal communication typically involves communication with coworkers and supervisors, while external communications are with a variety of members of the public. Impact is usually moderate with distinct impact to the department and organization. Errors in judgment and performance may have significant impact to the County's reputation and to the well being of the incumbent, coworkers, and members of the public. Work is typically performed indoors but may involve exposure to weather and dangerous conditions while engaged in emergency response activities. Travel is occasional, not typically extending beyond the County.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Must possess considerable knowledge and experience in Marine Patrol Operations and be familiar with Bonner County waterways.
2. Must have the ability to instruct and supervise others.
3. Must possess considerable knowledge of Idaho boating laws.
4. Must have knowledge of budgets and the grant acquisition and administration process. Supervises and coordinates the administration of the approved grants with Idaho Department of Parks and Recreation (DPR) personnel.
5. Prepares the budget for the Sheriff's approval and oversees the execution of the approved budget throughout the year.
6. Establishes and maintains cordial liaison, coordination and cooperation with Federal, State, County and local agencies, as well as other Divisions of the Sheriff's Department.
7. Gathers data and maintains appropriate records for the Sheriff's Department IDPR (Idaho Parks and Recreation).
8. Makes recommendations regarding policy, rules, regulations and procedures for the Marine Division.
9. Responsible for reporting and investigating all boating accidents.

10. Oversees the operation of every phase of the Marine Division ensuring that command decisions are being implemented so that goals and objectives of the Department are being met.
11. Attends monthly County waterways meetings as the Sheriff's representative.
12. Evaluates and signs Marine Events Permits.
13. Assists specialty teams in responding to water rescues, and other emergency response situations as directed or assigned.
14. Maintains all necessary statistical information related to incidents and responses.
15. Participates in community involvement programs as assigned.
16. Maintains adequate levels of training as required by state POST (Peace Officers Standards and Training) requirements and ensures that subordinates are also in compliance.

Secondary Functions

1. Maintains knowledge and awareness of legal changes pertaining to public safety boating policies, regulations and procedures.
2. May train new officers as assigned.
3. Performs all other duties as assigned.

Job Specifications

1. Must be a citizen of the United States.
2. Possession of, or the ability to obtain within one (1) year of employment, state certification as a Marine Deputy is highly desired. (Attach copy of certification to application)
3. High school diploma or equivalent required with post-high school education in law enforcement preferred.
4. Must possess current driver's license valid in the state of Idaho, with a good driving record and ability.
5. Literate in computer (PCs) functions as needed for completion of job requirements to include word processing, spreadsheets, research, etc.
6. Ability to assess and adapt to a wide variety of circumstances and situations wherein the incumbent must operate and make decisions quickly and independently.
7. Ability to work with members of the public possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of the public.
8. Ability to perform those physical requirements needed to perform the essential functions of the job.
9. Knowledge of basic math skills sufficient to complete regular reports and maintain basic statistics and report information.
10. Ability to read and comprehend general instructions, write simple correspondence, and present information in front of a small group as well as one-on-one.

11. Ability to define problems, collect data, establish facts, draw conclusions and take appropriate action.
12. Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork.
13. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent standing and walking. Exposure to carriers of blood-borne diseases, such as HIV virus and hepatitis. Requires continuous hearing and talking, frequent use of physical activities, and regular climbing, crouching, walking, fingering, balancing, and crawling. Requires occasional pushing, pulling, lifting and carrying weights over 50 pounds, grasping, stooping, running, standing, and all other physical requirements of the job. Requires good general vision. Requires occasional travel within the local area and occasional statewide travel.