

WINONA COUNTY CLASSIFICATION DESCRIPTION

Classification: Water Safety Officer

Characteristics of Class:

Under general supervision, an employee in this class is responsible for the protection of life and property, prevention of crime, apprehension of criminals, and the general enforcement of laws and ordinances in the County on an assigned shift or on special assignments on the Mississippi River and its backwaters in Winona County. The work normally consists of routine patrol, community policing, preliminary investigation, and regulation of boating laws performed on a boat. Performs related work as required. The work involves an element of personal danger, and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. This is a part-time classification – performing its duties between Memorial Day and Labor Day.

Supervisory Controls:

Work assignments are general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussions.

Examples of Duties:

Any one position may not include all the duties listed, nor do the examples listed include all the duties, which may be found in positions of this class.

- Patrols river to observe suspicious watercraft, persons or actions, and maintains a log of duties/contacts for the shift.
- Enforces County ordinances, State and Federal laws, and watercraft regulations.
- Investigates boating accidents, interviewing witnesses, gathering information, and making detailed reports.
- Ascertain all facts available at the scene of a crime or accident, getting statements of witnesses, gathering and processing evidence, and preparing reports to be used in follow-up investigations.
- Interviews persons with complaints and inquiries and attempts to make proper disposition or directs them to appropriate authorities.
- Assists other areas of the sheriff's department as well as other organizations (e.g., police and fire departments) as requested.
- Attends training classes in law enforcement methods, first aid, target practice, boating laws, boat operation/safety, river topography, and related subjects.
- Maintains related records and prepares reports.
- Handles hazardous materials as needed.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

This classification requires any combination of training and experience which provides the following knowledge, skills, and abilities.

For Full Performance:

- Knowledge of the Mississippi River and its backwaters within the Winona County Area.
- Knowledge of current law enforcement principles, procedures, techniques, and equipment.
- Knowledge of the Department's organization, policies and procedures.
- Knowledge of street, road and highway layout, and population pattern of the County.
- Knowledge of local, State and Federal laws, and watercraft regulations.
- Skill in the use of firearms, the operation of patrol watercraft, and law enforcement equipment.
- Ability to gather and analyze facts.
- Ability to swim and skill in water rescue.

For Pre-Employment:

- Ability to exhibit mature judgment, imagination, initiative, and problem-solving capability in dealing with a variety of law enforcement situations.
- Ability to act with tact and impartiality.
- Ability to react quickly and calmly to emergency situations.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and to write factual reports.
- Ability to perform work requiring good physical condition.
- Ability to drive a boat safely and efficiently.
- Ability to establish and maintain effective working relationships with employees, law enforcement, other agencies, and the public.
- Ability to provide effective and truthful testimony in court.
- Ability to meet necessary special requirements.

Necessary Special Requirements:

- Must be 21 years of age at the time of appointment.
- Must be a licensed or licensable peace officer as required by the Peace Officers Standards and Training Board of the State of Minnesota.
- Possess a valid Class D motor vehicle license issued by the State of Minnesota.
- Must pass a personal background investigation.
- Must be certified in CPR, First Aid and be a strong swimmer.

Safety and Training Requirements

The County expects each individual employee to cooperate in every respect with the Safety Program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, the Winona County Personnel Policies and Procedures Manual, the countywide safety rules, department safety rules, and specific job training.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

12-20-19
Date Approved

Ken Ozi
County Administrator

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

| | |
|----|-----------------------------|
| 6 | hours a day sitting |
| 1 | hours a day standing |
| .5 | hours a day walking |
| .5 | hours a day kneeling |
| | hours a day stooping |
| 3 | miles a day walked |
| | feet climbed using a ladder |
| | feet climbed on an incline |
| | feet climbed using stairs |

Section B

The physical effort requirements of this job are

| | |
|-----|--|
| | # of pounds lifted |
| 150 | pounds lifted waist high |
| 75 | pounds lifted shoulder high |
| 50 | pounds lifted above the head |
| | pounds are... |
| | pounds are carried alone |
| | pounds are carried with someone else |
| | distance weight must be carried (feet) |
| | pounds are pushed |
| | pounds are pulled |
| | pounds are held |

Section C

The physical dexterity requirements of this job are to operate:

| | |
|---|-------------------------------|
| | a telephone |
| X | computer/electronic equipment |
| X | hand tools |
| | electric tools |
| X | manipulate small objects |

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

| critical | useful | |
|----------|--------|--------------------|
| X | | see |
| X | | distinguish colors |
| X | | hear or listen |
| | X | taste |
| X | | smell |
| X | | touch |
| X | | speak |

Part III: Mental Effort

The mental efforts required on a daily basis are:

| | | |
|---|---------------------------|----------------------------------|
| X | Reading | analyzing data |
| X | writing | searching for solutions |
| X | basic arithmetic | creating methodologies |
| X | mathematics | conducting research |
| | weighing and/or measuring | managing resources |
| X | visualizing conclusions | evaluating performance of others |

Part IV: Work Environment

The elements of this job's work environment are:

| | |
|----|---|
| | hours a day spent working under time pressure |
| | hours a day spent working rapidly |
| 5 | % of time spent indoors |
| 95 | % of time spent outdoors |
| | % of time spent in an automotive vehicle |
| | % of time spent at a desk, bench or window |
| | % of time spent in an office or control room |

| | |
|---|---|
| | The condition of the air is clean (controlled) |
| X | The condition of the air is normal/average |
| | The condition of the air is dusty/dirty |
| | The condition of the air is wet/humid |
| | The condition of the air is affected by fumes, smoke etc. |

| | |
|---|--|
| | The noise level is normal |
| X | The noise level is loud, requiring ear protection |
| | The surface of the working environment is level |
| X | The surface of the working environment is sloping |
| X | The surface of the working environment is uneven |
| X | The surface of the working environment is slippery |

Part V: Additional Comments:

Noise level can be loud depending on type of watercraft, but hearing protection cannot be worn due to need to hear outside sounds. Response to Section B could vary greater from day to day, ranging from zero to well over one hundred pounds lifted.