Agenda Item #: 5C-/

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: January 10, 2017 [] Consent [X] Regular

[] Ordinance [] Public Hearing

Department: County Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff requests Board action to ratify or reject:

Side Agreement entitled "Management Proposal for the Board of County Commissioners Ocean Lifeguards and Lieutenants" (Side Agreement) with the Communication Workers of America Local 3181 (CWA), providing for the creation of certain new job classifications and minimum entrance requirements, certain salary increases, a change requiring EMT certifications, provisions for a defined period of time to obtain EMT certification for non-certified personnel, provisions for layoff of personnel if certifications are not obtained, provision for the County's Human Resources Director to execute the Application for Special Risk Class Membership under the Florida Retirement System (FRS) (including Form 405) for subject personnel following the completion of all required training, purchase of necessary equipment, and upon performance of new duties associated with new job classifications, and staff support of legislation that includes subject personnel as a special risk occupation, as well as inclusion among those occupations protected as a First Responder. The total estimated cost for the first full year of implementation, if FRS approval of Special Risk Class is obtained for the subject personnel, is \$783,702, which will increase annually.

Summary: At the September 27, 2016 meeting of the Board of County Commissioners, staff was directed to evaluate and negotiate pay and job classifications for certain Ocean Rescue personnel, and bring back a comprehensive package for Board consideration and direction. The attached Side Agreement was collectively bargained with the CWA and ratified by the bargaining unit employees. Matters pertaining to changes in salary and/or job classifications are subject to collective bargaining. If the Board ratifies the attached Side Agreement and the FRS ultimately approves the subject personnel for the Special Risk Class of membership, the estimated cost for the first full year of implementation of the comprehensive total package will be approximately \$783,702. The projected cost for FY 2018 is \$856,580, and these costs will increase annually subject to Board approved salary increases, and FRS funding requirements. Countywide (DO)

Background & Policy Issues: (Continued on Page 3)

Attachments:

- 1. Management Proposal for the Board of County Commissioners
- 2. Estimated Cost and Equipment Report
- 3. Proposed Job Descriptions

Approved by:

County Administrator

County Administrator

County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>588,236</u>	<u>856,579</u>	864,638	873,815	884,179
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>=0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	<u>588,236</u>	<u>856,579</u>	<u>864,638</u>	<u>873,815</u>	<u>884,179</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>*1</u>	1	<u>1</u>	<u>1</u>	<u>1</u>
Is Item Included in Current B	udget? Yes		No_	<u>X</u>	
Budget Account No: Fund	Departme	ent Uni	t Objec	ct .	

B. Recommended Sources of Funds/Summary of Fiscal Impact:

A transfer from contingency will be necessary to fund the expenses for FY 2017. Any additional funding needed for future years will be requested as part of the annual budget process.

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Salaries	513,307	781,579	789,638	798,815	809,179
Operating Expenses	74,929	75,000	75,000	75,000	75,000
Grand Total	588,236	856,579	864,638	873,815	884,179

^{*}The addition of one Marine Rescue Chief position is assumed as part of the above analysis.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

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OFMB 13	

B. Legal Sufficiency:

Contract Development and Contic

Assistant County Attorney

C. Other Department Review:

Department Director

Background & Policy Issues: (Continued on Page 3) On August 14, 2009, a Final Order was issued by the State Retirement Commission denying the applications of two former Palm Beach County Ocean Lifeguards for Special Risk Classification. The Order (Case No. R08-15528-MIA and R08-14635-MIA) was affirmed by Florida's 4th District Court of Appeal. All prior and subsequent requests by subject employees for the Director of Human Resources to sign Form FRS-405, which would certify that the position of Ocean Lifeguard meets the criteria for Special Risk Class membership under the FRS, have been returned unsigned with the explanation that the Ocean Lifeguard job title does not meet the criteria for Special Risk Class membership as set forth in the Florida Statutes and Florida Retirement System Rules. The County has historically encouraged Ocean Lifeguard personnel to become certified as EMTs. Employees who obtain this certification are provided additional compensation. Currently, of the 94 positions in Ocean Rescue, 59 employees possess an EMT certification, while 35 do not. The Legislature has specified the jobs and duties of those public employees entitled to special risk status. Lifeguards, whether or not they are certified EMTs, are not identified as a special risk occupation. Although some Palm Beach County Ocean Lifeguard Personnel may be certified as EMTs, their job description and actual duties are those of a lifeguard, not an EMT. At the BCC's September 27, 2016 meeting, following prior discussion and correspondence to individual Commissioners by Ocean Rescue personnel, staff recommended a 3% across-the-board pay increase for existing personnel and an increase to the pay grade classification from pay grade 18 to pay grade 19. Staff did not support the request for execution of Form FRS-405, as there was no statutory basis for this action. The Board directed staff to negotiate a comprehensive package, including a new job classification and salary package that would be more competitive as compared to other Ocean Rescue Agencies and potentially meet the requirements for the Special Risk Classification of membership under the FRS, and to bring it back to the BCC for its consideration.

M 11/10/16
M 11/16/16

Management Proposal for the Board of County Commissioners / //// Ocean Lifeguards and Lieutenants Wednesday November 16, 2016

- Create a new job classification (Marine Rescue Officer-attached) at pay grade 20 with an EMT certification as a minimum entrance requirement. Current Ocean Lifeguards with an EMT certification will be eligible for this reclassification. All current permanent Ocean Lifeguards with an EMT certification will receive an 11.5% pay increase effective January 1, 2017.
- 2. Create a new job classification (Marine Rescue Lieutenant-attached) at pay grade 23 with an EMT certification as a minimum entrance requirement. Current Ocean Rescue Lieutenants with an EMT certification will be eligible for this reclassification. All current permanent Ocean Rescue Lieutenants will receive an 11.5% pay increase pay increase effective January 1, 2017.
- 3. All incumbent permanent Ocean Rescue Lifeguards who do not possess an EMT certification will remain in their current job classification at their current pay grade, but will receive a 4% pay increase effective January 1, 2017.
- 4. All incumbent permanent Ocean Lifeguards without EMT certification will have up to three (3) years after the effective date of this agreement to obtain said certification. Job incumbents who fail to obtain the EMT certification within that period will be subject to layoff in accordance with the CWA Collective Bargaining Agreement.
- The County will fill the administrative/supervisory Ocean Rescue (Marine Rescue) position currently recognized as a "Ocean Rescue Chief" by both parties.
- 6. The County agrees to sign the "Applications for Special Risk Class Membership, EMTs," including form 405 for all affected Marine Rescue Officers and Marine Rescue Lieutenants after all new training has been completed; all equipment has been purchased; and all position incumbents are performing the new duties of the new job classification. The anticipated effective date of this action is March 1, 2017, but may be sooner if the referenced conditions are met before that date.
- 7. The County Parks and Recreation Director will consult with the Palm Beach County Legislative Delegation and actively work with them to provide and/or support legislation that includes the Marine Rescue Officer position as a special risk occupation.

8. The County Parks and Recreation Director will also consult with the Palm Beach County Legislative Delegation to support and actively work on assault legislation that includes the Marine Rescue Officer position among those occupations protected as a First Responder.

Signatures below indicate concurrence with the content of this proposal and a joint recommendation for agreement and approval by the Palm Beach County Board of County Commissioners.

Eric Call, Director Parks and Recreation

Wayne Condry, Director Human Resources

Rick Poulette, President CWA 3181

JORGE ROPRIGUEZ COVA REP

Lawrence O. Plussell

Major Cost Elements of Collective Bargaining Proposal

Major Element	Positions		FY2017	FY2018	Comments
Proposed Salary Increases					
Marine Rescue Officer (+11.5%)	28	\$	115,839.00	\$ 112,252.00	New job classification, Pay Grade 20, replaces Ocean Lifeguard, Pay Grade 18
Marine Rescue Lieutenant (+11.5%)	14	\$	74,619.00	\$ 55,668.00	New job classification, Pay Grade 23, replaces Ocean Lieutenant, Pay Grade 22
Ocean Lifeguard (no EMT +4%)	15	\$	23,358.00	\$ 33,775.00	Must become EMT certified within 3 years
Marine Rescue Officers (vacant)	3	\$	5,169.00	\$ 7,785.00	
Marine Rescue Chief (fill vacancy - PG 37)	1	\$	62,851.00	\$ 76,918.00	Will fill currently vacant position
non-perm lifeguards, supervisor, trainor & captain	42	\$	-	\$ -	Positions not impacted by this proposal
Additional equipement and operating costs			\$74,929	\$75,000	Costs estimated in this amount will recur annually
FRS Special Risk			\$231,471	\$495,182	If classification granted by FRS mid-year 2017
Total Cost Per Fiscal Year		N	\$588,236	\$856,580	
Total Cost for FY2017 + FY2018				\$1,444,816	Costs will continue to rise annually

^{*}Note: pending BCC approval

						Avg Yrs
Ocean Rescue Analysis		Positions	FTE	FY 2017	FY 2018	of Svc
OCEAN LIFEGUARD w/ EMT 11.5% 个		28	27.50	\$115,839	\$112,252	12
OCEAN LIFEGUARD <u>NO EMT 4% 个</u>		15	15.00	\$23,358	\$33,775	9
OCEAN LIFEGUARD <u>VACANT</u>		3	3.00	\$5,169	\$7,785	0
		46	45.50	\$144,366	\$153,811	10
OCEAN RESCUE LIEUTENANT w/ EMT 11.5% 个		14	14.00	\$74,619	\$55,668	18
OCEAN RESCUE CHIEF (PG 37)		1	1.00	\$62,851	\$76,918	N/A
DISTRICT OCEAN RESCUE SUPERVISOR (PG 33)		2	2.00	\$0	\$0	26
OCEAN RESCUE CAPTAIN (PG 27)		2	2.00	\$0	\$0	24
OCEAN RESCUE TRAINING OFFICER (PG 25)		2	2.00	\$0	\$0	27
NON-PERMANENT OCEAN LIFEGUARD <u>0% 个</u>		35	13.22	\$0	\$0	3
	SUB TOTAL	102	79.72	\$281,836	\$286,397	18
*	SPECIAL RISK			\$231,471	\$495,182	
	GRAND TOTAL	102	79.72	\$513,307	\$781,579	18
		Curr. Min	Curr. Avg	Avg Slry		
		Base Rate as	Siry Rate as	Rate as of	% Net	
		of 10/1/16	of 10/1/16	10/1/17	Increase	
PBC Ocean Lifeguard Hrly Rate w/ EMT @ PG 18		\$15.732	\$19.642	\$22.589	15.00%	
PBC Ocean Rescue Lieutenant Hrly Rate @ PG 22	2	\$17.715	\$25.927	\$27.874	7.51%	
PBC Ocean Non-Perm Lifeguard Hrly Rate		\$15.732	\$16.623	\$16.623	0.00%	
Proposed Marine Rescue Officer @ PG 20		\$16.691		\$22.589	35.33%	,
Proposed Marine Rescue Lieutenant @ PG 23		\$18.247		\$27.874	52.76%	
The following employees will be at Max of PG af	ter 个					
		MIN	MAX	10 YR MAX	20 YR MAX	PG
		15.732	25.797	27.087	28.441	18
		16.691	27.369	28.737	30.174	20
		18.247	29.906	31.401	32.971	23
NE NEVID		MARINE RESCI	LIF OFFICER		30.174	20
DR WARD		MARINE RESCI			30.174	20
TG LUTZ		MARINE RESCI				20
RA MOORE					30.174	20
		MARINE RESCI			30.174	20
BJ DEMONSTRANTI		OCEAN LIFEGU			28.441	18
MD HUTCHINSON	9	OCEAN LIFEGL	JARD		28.441	18
AJ BERMINGHAM	"	ocean lifegu	JARD		28.441	18
DC MAY		MARINE RESCU	JE LIEUTENANT	-	32.971	23
BM CRIPPS		MARINE RESCU	JE LIEUTENANT	-	32.971	23
CD BUCHANAN	1	MARINE RESCU	JE LIEUTENANT	•	32.971	23
PW HARRIS	I	MARINE RESCU	JE LIEUTENANT		32.971	23
BT MCMANUS	Ī	MARINE RESCL	JE LIEUTENANT		32.971	23
WD TAYLOR			JE LIEUTENANT		32.971	
AJ MACQUEEN	•		JE LIEUTENANT			23
	'	MANUEL NESCE	L LILO I LIVAIVI		31.401	23

Additional Costs associated with	anges	\$74,929.00						
Additional Equipment Costs	per unit	х 14 beaches	Total Cost	-				
Pulse Ox	\$415.00		\$5,810.00					
Esophageal-Trachael Combitube (ETC)	\$80.00		\$1,120.00					
Tourniquets		per 10		now provided with A	ded with AED severe bleed kits			
Glucometers Glucoggin 1 mg	\$85.00		\$1,190.00		LED SCICIC N	Teca Kits		
Auto Suction Units	\$620.00		\$8,680.00					
NARCAN	\$48.50	2 mg	\$6,790.00					
Penlight		6 pack	\$25.00					
Epi pens, oral glucose, and replacement of othe	r disposable medica	al supplies	\$9,000.00					
Scoop streatchers			\$6,000.00					
Pelican boxes for additional equipment			\$3,000.00					
Total			\$41,629.00		-			
Cost for annual ride time with Fire Rescue			\$15,000.00					
Vehicle & supplies for Chief Position:								
Vehicle (policy, maintenance & gasoline)			\$7,000.00		·			
Computer				One time cost				
Administrative Supplies			\$300.00	one time cost		_		
Uniforms			\$200.00					
Total			\$8,300.00					
Medical Director			\$10,000.00					
Total Additional Costs			\$74,929.00					
Training								
Rough Water PWC train the trainer	\$4,000.00	One time offeri	ag alroady boing imple	2007				
Marine Watercraft Crew Member Certification	staff time only	One time offering already being implemented 2017. Already being trained in Academy. Would formalize to a certification						

2101

OCEAN LIFEGUARD

Specification # TBD

MARINE RESCUE OFFICER

NATURE OF WORK

This is skilled <u>waterpublic</u> safety <u>and Emergency medical technician</u> work supervising and protecting the public at County beaches, <u>beach parks and adjacent areas</u> by preventing accidents and injuries and by assisting persons in distress.

An employee in a position allocated to this class is responsible for ensuring proactive and expeditious accident prevention and response, including providing on scene emergency medical care and safeguarding patrons at a County beach by preventing to prevent injury or loss of life. Employees work in all types of weather conditions and are required to work where hazardous and adverse conditions exist with the initial responsibility for on scene medical care and water rescue emergency response in their designated areas during regular duty hours. All emergency medical care will be rendered in accordance with the Palm Beach County Fire Rescue Emergency Medical Service (EMS)

Protocols. Work is performed under general supervision and is reviewed through drowning and administering first aid, artificial respiration, or CPR.conferences, reports and evaluation of results obtained.

EXAMPLES OF WORK

Monitors beach $\underline{\text{and/or water}}$ for strong currents, sharks, boats, stinging sea life and weather changes.

PatrolsFrom lifeguard vehicles, boats/vessels and towers, patrols beach and/or water area and keeps a sharp lookout for persons in dangerous situations or in need of assistance and ensures adherence to park rules and ordinances, including ordinances related to animals, alcohol and public gatherings per County Code, Chapter 21.

Aids Enforces through communication and making proactive safety contact, averting potential accidents; and utilizing swimming, paddling and open water lifesaving skills to perform water rescues.

Provides emergency medical response including initial patient assessment, appropriate emergency medical care and basic life support as well as transport of patient off beach.

Responds to emergency situations both near shore and off shore as crew member of marine watercraft up to three (3) miles off shore.

Reacts quickly and calmly to aid swimmers $\underline{and\ patrons}$ when they are in $\underline{difficulty}$ need of water rescue or medical emergency care.

Applies resuscitation techniques and renders first aid.

-Removes person(s) from danger and assists with medical emergency transport of patients off the beach.

Rescue or Law Enforcement, if possible, providing on-scene emergency medical care.

Performs medical assessment of the patient(s) and provides BLS patient care for any sick or injured persons, maintains airway, breathing, circulation (ABC's), spinal motion restriction, and administers and performs resuscitation. Whenever possible follows standard Body Substance Isolation (BSI) procedures.

Utilizes and administers specialized aquatic rescue, medical apparatus, and medications when necessary; i.e. Pulse Ox, epinephrine autoinjectors, tourniquets, supraglottic airways, glucometers, auto suction units, and naloxone when indicated.

Provides a verbal or written situation report to Fire Rescue upon their arrival.

Keeps the general public informed as to beach regulations, activities, water conditions and weather forecasts.

Specification # TBD

MARINE RESCUE OFFICER - CONT'D

Communicates within agency using 800 MHz radio system, dispatched through direct communication with Fire Rescue Communication Center, telephone dispatch via 911 or VHF radio.

Inspects equipment including emergency medical response equipment at the beginning of each shift.

Completes all required annual training including ride-along time requirements on Fire Rescue response vehicles.

Completes assessment documentation and accident/incident reports.

Prepares clear, concise and accurate reports, records, logs and accident/incident
reports.

Works effectively with coworkers in close proximity for extended periods of time. Performs housekeeping and facility maintenance duties as required. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and <u>modern</u> methods of water rescue work, of artificial respiration, first aid, and CPR/AED.

Physical Knowledge of ocean conditions and patterns, beach, surf, and ocean hazards, boating safety, safe driving principles and practices; and the safety practices necessary in an ocean and beach environment.

Excellent physical ability to effect each rescue perform water rescues and mental acuity to manage medical emergencies under difficult conditions and to administer CPR for an extended period of time.

Abilityas applied to react quickly and calmly in emergencies

Ability to pass semi-annual Physical Re-qualification test accidents in the water and on land.

Ability to write accurate incident reports.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; valid American Red Cross Lifeguard Training Lifeguarding or recognized equivalent certification; valid American Red Cross CPR/AED for the Professional Rescuer or American Heart Association Basic Life Support Health Care Provider (CPR/AED) certificate; valid American Red Cross Standard First Aid or First Responder National or State of Florida Emergency Medical Technician (EMT) or Paramedic Certificate; and pass required skills test; or any equivalent. Valid Florida Driver's license.

REV. 1/95

NECESSARY SPECIAL REQUIREMENTS

Earn Marine Watercraft Crewmember certification within six (6) months of hire. Pass semi-annual physical re-qualification test.

Rev. 12/2016

MARINE RESCUE LIEUTENANT

NATURE OF WORK

This is skilled <u>waterpublic</u> safety <u>and Emergency Medical</u>
<u>Technician</u> work assisting in the supervision of an ocean lifeguard
<u>open water marine rescue</u> operation at a County beach.

An employee in a position allocated to this class is responsible for ensuring proactive and expeditious accident prevention and response including the prevention of aquatic accidents and injuries, on scene emergency medical care, water rescue and the readiness of personnel, equipment and the facility to maintain public safety. -The Marine Rescue Lieutenant supervises and directs lifeguardsOcean Lifequards and Marine Rescue Officers in medical and water rescue emergencies occurring in their designated service areas during regular duty hours- and assures that subordinate personnel have appropriate performance skills. Responsible for the adequacy of maintenance of facilities and equipment, inventory of necessary supplies and reporting inadequacies to the District headquarters. Employees work in all types of weather conditions and are required to work where hazardous and adverse conditions exist. All medical care will be rendered in accordance with the Palm Beach County Fire Rescue Emergency Medical Service (EMS) Protocols. Work is performed under the general supervision of the District Marine Rescue Supervisor- and is reviewed through conferences, reports and evaluation of results obtained.

EXAMPLES OF WORK

Responsible for the adequacy of maintenance of facilities and equipment; inventory of necessary supplies; reporting any inadequacies to the District headquarters.

Completes daily equipment checklist to ensure readiness to respond, including the inspection of emergency medical response equipment, at the beginning of each shift.

Reviews the work of subordinate lifeguardspersonnel, assigns break and lunch schedules, assists the Marine Rescue Training Officer in the training and testing of Ocean Lifeguardspersonnel.

Makes decisions and supervises the response to provides on scene supervision of medical and water emergencies emergency response at their assigned beach and assures that proper treatment is delivered in all emergency situations.

Performs the duties of an Ocean Lifequard.

Performs the duties of a Marine Rescue Officer, including utilizing specialized aquatic rescue and medical apparatus when necessary; i.e. Pulse Ox, epinephrine autoinjectors, tourniquets, supragalottic airways, glucometers, auto suction units, and administers naloxone when indicated.

Assists District Ocean Marine Rescue Captain and Marine Rescue Training Officer as needed.

Communicates within agency using 800 MHZ radio, dispatched

through direct communication with Fire Rescue Communication Center, telephone dispatch via 911 or VHF radio.

Ensures adherence to all park rules and ordinances including County Code, Chapter 21.

Completes all required annual training including ride-along time requirements on Fire Rescue response vehicles.

Completes all required emergency medical paperwork including assessment documentation and accident/incident reports.

Prepares and/or reviews reports, records, logs and accident/incident reports.

Provides a verbal or written situation report to Fire Rescue upon their arrival.

Specification #TBD

MARINE RESCUE LIEUTENANT - CONT'D

Works effectively with coworkers in close proximity for extended periods of time.

Performs housekeeping and facility maintenance duties as required.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles $_{7}$ and $_{8}$ modern practices and equipment needed to supervise a public safety operation at the beach.

Work requires excellent Knowledge of ocean conditions and patterns, beach, surf, and ocean hazards, boating safety, safe driving principles and practices; and the safety practices necessary in an ocean and beach environment.

<u>Excellent</u> physical ability <u>and mental acuity</u> to perform water rescues and <u>mental acuity to manage</u> medical emergencies <u>under difficult conditions</u> as applied to accidents in the water and on land.

Ability to react quickly and calmly in emergencies.

Ability to pass the semi-annual Requalification Test.

Ability to write and review/ critique incident reports for accuracy.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized _certification; valid American Red Cross Lifeguarding/First AidLifeguard or

_recognized <u>equivalent</u> certification; valid American Red Cross CPR/AED for the

Professional Rescuer or American Heart Association Basic Life Support
Health Care Provider (CPR/AED) certificate; valid Department of
Transportation First ResponderNational or State of Florida Emergency
Medical Technician (EMT) or paramedic certificateParamedic
Certificate; and, pass required skills test; or any equivalent. At
least two (2) years of experience as an ocean lifeguard. The ability
to swim a 500 meter pool swim in ten (10) minutes or less (no wet

suits, fins, swim buoys and/or paddles allowed). Pass a required skills test, or any equivalent. Lifeguard. Valid Florida Driver's license.

NECESSARY SPECIAL REQUIREMENTS

Ability to pass the semi-annual requalification test.

Rev. 04/2010 12/2016

OCEAN MARINE RESCUE CHIEF

NATURE OF WORK

This is responsible supervisory work directing ocean lifeguard marine rescue services and aquatic activities at County beaches.

An employee in a position allocated to this class is responsible for planning, directing, managing, and overseeing the activities, operations and programs of the Marine Rescue Section and providing lifeguard and basic life support services to protect promoting, developing and supervising the overall operation of a large ocean lifeguard organization protecting the public at County beaches. Responsibilities include analysis of existing facilities and operations, utilization of present Beach Patrol resources, and planning for future developments in the Aquatics Section Marine Rescue Section within budgetary limitations, ensuring compliance with a wide variety of local, state and federal requirements and providing highly responsible and complex administrative support to the Director of the Aquatics Division. Performs related work as required.

The employee must exercise considerable initiative and independent judgment. Work is performed under administrative direction of the Aquatic SupervisorDirector of the Aquatics Division and subject to review through conference, inspection, and evaluation of program effectiveness.

EXAMPLES OF WORK

Directs, plans, manages and evaluates operations, programs, staffing, and training of the Marine Rescue Section. Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, firing and promotion of staff.

Supervises the District Beach Patrol Marine Rescue Supervisors and ensures completion of the District Supervisors duties in his/her absence.

Establishes Marine Rescue Section goals and work plans, develops, implements and evaluates operational policies and procedures, goals, objectives and work standards.

Ensures that the <u>Beach PatrolMarine Rescue</u> Districts have sufficient staffing, equipment, facilities, communication flow, etc., ensures continuity between the districts regarding policies and procedures, standards, training, and overall <u>beach</u> operations.

Evaluates existing beach operations and goals and identifies areas for improvement/expansion and plans/implements such revisions. Plans, organizes develops, directs, coordinates and analyzes operations and procedures related to emergency response, training, programs, maintenance, investigation and personnel management and determines methods to improve operational effectiveness.

Develops, evaluates and presents operating and capital budget for the section.

Prepares beach patrol budget recommendation and submits for approval.

Performs marine rescue patrols with personnel or by operating a rescue boat to observe Marine Rescue activities; dispatches emergency calls; perform emergency rescues and provide medical aid, basic life support, and secure areas until relieved.

Identifyies and responds to Marine Safety concerns, issues and needs brought forward by administration, the community and personnel.

Writes reports and correspondence and maintains records.

Serves as Department representative for Florida Beach Patrol Chiefs Association and other related professional organizations.

Works with Fire Rescue and Medical Director on training, medical protocols and ensuring a continuum of care for marine rescues that

trigger the EMS.

May be required to work with Emergency Management before, during ,and after disasters.

Protects the safety of park patrons through enforcing and ensuring staff's enforcement of park rules and regulations including County Code, Chapter 21.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of swimming instruction, marine/ocean rescue work, the administration of emergency medical care and surf training.

Considerable knowledge of the principles and methods of organization and management, including budgetary, personnel and public relations practices; principles of administration, supervision, training and evaluation. of water rescue work and the administration of artificial respiration, first aid, and C.P.R.

Considerable knowledge of weather patterns and effects on the beach environment, federal and state laws and regulations and local ordinances related to boating; and the safety and sanitary precautions governing the operation of County beaches.

Knowledge of the principles of employee development, including supervision, evaluation, and discipline, report writing and presentation methods; ability to supervise others and to develop morale and discipline; ability to maintain effective working relationships with others and to make sound recommendations and prepare effective reports.

Knowledge of aquatics as a sport and as related to County-wide recreation programs, excellent swimming skills and abilities.

Ability to plan, organize, coordinate, and direct activities and personnel._
Ability to establish and maintain effective working relationship with otheremployees and the general public.

Ability to keep records and prepare reports.

Knowledge of modern office procedures, methods, and equipment including computers and supporting software applications.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with course work in Management, Physical Education, Law Enforcement or related field; two five (25) years of progressively responsible marine safety and lifeguard experience related to in beach and marine maintenance safety and operations as well as planning, organizing, and directing public aquatic safety activities at the community levelin the marine/ocean environment; or any equivalent combination of related training and experience.

NECESSARY SPECIAL QUALIFICATIONS

First Responder Training or National or State of Florida EMT or Paramedic Certification.

Pass semi-annual requalification test.

Rev. $\frac{6/2003}{2003}$ 11/2016

OCEAN LIFEGUARD

NATURE OF WORK

This is skilled water safetypublic safety work supervising and protecting the public at County beaches by preventing accidents and injuries and by assisting persons in distress.

An employee in a position allocated to this class is responsible for safeguarding patrons at a County beach by preventing injury or loss of life, through drowning and administering first aid, artificial respiration, or CPR. Employees work in all types of weather conditions and are required to work where hazardous and adverse conditions exist with the initial responsibility for water rescue and First Responder level on scene medical care needs occurring in their designated areas during regular duty hours.

EXAMPLES OF WORK

Monitors beach for strong currents, sharks, boats, stinging sea life and weather changes.

Patrols beach <u>and water</u> areas and keeps a sharp look for persons in dangerous situations or in need of assistance.

Aids swimmers when they are in difficultyneed of water rescue or medical assistance.

Removes persons from danger and assists transporting patients off the beach.

Applies resuscitation techniques and renders first aid.

Keeps general public informed as to beach regulations, activities, water conditions and weather forecasts.

Communicates within agency using 800 MHz radio system.

Inspects equipment at the beginning of each shift.

Completes all required annual training.

Accurately completes incident reports.

Performs housekeeping and facility maintenance duties as required.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and methods of water rescue work, artificial respiration, first aid, and CPR.

Excellent Pphysical ability to effect each perform water rescues under difficult conditions and to administer CPR for an extended period of time.

Ability to react quickly and calmly in emergencies

Ability to pass semi-annual physical re-qualification test.

Ability to understand and follow written and oral instruction.

Ability to establish and maintain effective working relationships with coworkers in close proximity for extended periods of time.

Ability to write accurate incident reports.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; valid American Red Cross Lifeguard

Training or recognized equivalent certification; valid American Red Cross or American Heart Association Basic Life

Support (CPR) certificate; valid American Red Cross Standard First Aid or First Responder or State of Florida EMT or

OCEAN LIFEGUARD – CONT'D

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Paramedic Certificate; and pass required skills test; or any equivalent combination of related training and experience. Must pass a required skills test.

NECESSARY SPECIAL REQUIREMENTS

Must possess the following at the time of application:

- valid American Red Cross Lifeguard or recognized equivalent;
- valid Health care Provider or Basic Life Support (BLS) CPR?AED certification;
- valid First Responder or Emergency Medical Responder (EMR) certification;
- valid Florida Driver's license.

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