

Job Details

Job Title	Sproat Lake Marine Patrol
Department	Community Services
Classification	Union - CUPE Local 118
Rate of Pay	\$18.45 per hour plus 16% in lieu of benefits
Hours of work	Full time (7 hours per day, 5 days per week) Weekend work is expected Expected term June 1 – August 31
Date of Last Revision	March 2024

Job Description

Summary

This position is responsible for being a contributing member of the Sproat Lake Marine Patrol (SLMP). You will be part of a team responsible for providing prevention and education messaging related to common marine risk factors. Duties will include assisting in delivering marine safety programs through prevention, education, and outreach activities. The Marine Patrol will engage visitors, community partners and outdoor enthusiasts to promote personal preparedness and encourage safe practice of outdoor activities.

Duties and Responsibilities

The following are examples of the types of work associated with this position. Other activities may be assigned.

Sproat Lake Marine Patrol Duties

- Presence at the Lake – Be visible and available to the public to promote a fun, safe lake culture for residents and visitors
- Education – Educate the public on safety practices, lake etiquette, environmental initiatives and general area information
- Public Assistance – Provide assistance to those in need appropriate to established trained capabilities. Aid in calling for first responder assistance.
- Coordinate Boat Launch Use – Be a presence at the boat launch providing assistance when requested and ensuring the launch operates efficiently
- Community Engagement - Engage the community to provide an opportunity for full participation to guide the priorities of the Marine Patrol service, build community culture, and increase program awareness.

General Duties

- Effectively communicate with the public in person representing the SLMP
- Effectively communicate with the public through SLMP social media
- Provide public assistance with inquiries, complaints and requests
- Operate the SLMP patrol boat
- Mark deadheads and other navigable hazards
- Clean up of remote beach/recreation locations on Sproat Lake
- Develop and present SD70 in-class program
- Incident reporting
- Provide coordination assistance for Sproat Lake Provincial Park boat launch users
- Provide pleasure craft courtesy checks
- Develop social media content to engage public in SLMP program (video, imagery, and text)
- Develop and present SLMP program presentation for ACRD board of directors

Supervision

Immediate Supervisor –Sproat Lake Marine Patrol Lead Hand

Indirect Supervisor – Lands and Resources Coordinator

Authority and Decision Making

Problem Solving

- Identify and resolve issues involving the daily operations of the program
- Handle complaints from the public
- Assemble information using conventional and automated systems
- Address procedural issues with a view to improving and maintaining service delivery
- Resolve technical and operational problems involving the systems

Job task planning

- Some scope to determine order of tasks within the constraints of a framework determined by superiors
- Ability to multi-task for efficiency
- Work priorities are set by the worker, subject to confirmation or approval by superiors
- Disruptions occur to daily work plan but person can return to day's work plan after the disruption
- Work plan must be integrated with work plan of others to manage the ongoing integration between these positions; integration among the positions already exists and only needs to be coordinated
- Multiple sources of work assignments with possibility that there may be competing or conflicting demands on time; must use judgment to decide between assignments
- Sequences multiple tasks for efficiency

Decision Making

- Exercise discretion in handling arrangements and agreements
- Decision making is limited to administrative or operational matters for the programs
- Errors has some minor consequences but can be rectified with some minor work
- Decisions can be reversed with some inconvenience or difficulty but options are reduced
- Most information relevant to the decision is known
- Set procedure or decision tree to follow but there are grounds for exceptions that may require some discretion or interpretation
- Need to consider several well defined factors to make an appropriate decision in cases where the consequences of error is low which may involve the use of technical knowledge

Job Specifications

Education/Training

- Completion of Grade 12

Experience

- Experience conducting field work and/or working outdoors
- Experience interacting with the public in a prevention/education context
- Experience in marine recreation activities such as boating, water sports, kayaking, sailing, hiking etc.
- Knowledge of the Sproat Lake Area

Occupational Certificates, Licenses, Professional Designations or Registrations

- Minimum Valid Class 5 BC Driver's License
- Pleasure Craft Operator Card preferred
- Standard First Aid certification would be an asset

Skills and Abilities

Abilities

- Understand and follow oral and written instructions
- Establish and maintain working relationships with internal and external contacts
- Work with minimal supervision

Computer Skills – the following types of programs

- Communication software such as emails, teams, zoom
- Word processing programs - such as Microsoft word
- Spreadsheets – Microsoft Excel

Interpersonal Skills

- Courteously handle complaints from the public
- Work in a cooperative and courteous manner
- Spreadsheets – Microsoft Excel

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