



MARIN MUNICIPAL WATER DISTRICT

WATERSHED PROTECTION MANAGER-CHIEF RANGER

DEFINITION

Under general direction, plans, develops, recommends and evaluates programs and policies which provide for the Watershed Protection operations and services for the properties and facilities of MMWD. This is a mid-management position under the direction of the Watershed Resources Manager and assumes the responsibilities of the Watershed Resources Manager in his/her absence. The Watershed Protection Manager-Chief Ranger manages law enforcement operations, public access activities, wildland firefighting, search and rescue, emergency medical services, ensures coordination with outside agencies in providing these services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification combines the management and coordination of a specific work unit with individual responsibility for development, implementation and administration of the Watershed Protection programs and operations. This classification is designated as a peace officer responsible for enforcement of Marin Municipal Water District Regulations, state and federal laws and protection of property and persons on Marin Municipal Water District. This class is distinguished by the responsibility and authority associated with designation as a sworn peace officer under the laws of the state. Incumbents manage the administrative and technical field duties and represent the department in providing direction for Park Ranger protection services and operations; provide information to other departments, agencies and the public, and serve as the contact for stakeholders, committees, and interest groups. In addition, incumbents prepare and monitor a budget for the work unit.

EXAMPLES OF DUTIES

- Develops, recommends, evaluates and/or modifies programs such as Law Enforcement, Wildland Firefighting, Emergency Medical Services, Search & Rescue and other resource protection and visitor service programs;
- Manages Park Ranger and Watershed Deputy activities;
- Reviews and performs supervisory duties for work unit such as performance evaluations, reviewing and proposing disciplinary actions, employee selection and providing training and career education and development;
- Develops and maintains relevant District Peace Officer Policies;
- Ensures compliance with District policies and local, state and federal regulations and laws; enforces applicable Marin Municipal Water District policies and

- procedures, rules, ordinances and regulations, issuing citations as necessary;
- Prepares the budget for the watershed protection programs and operations;
 - Manages all work arrangements regarding Watershed Protection which includes various contracts, leases and agreements with contractors, vendors and local agencies;
 - Prepares patrol and work schedules and coordinates related assignments with the Watershed Resources Manager and maintenance supervisor for watershed lands;
 - May participate in watershed protection and maintenance activities on as needed basis;
 - Directs staff training programs in law enforcement, wildland fire suppression, emergency medical aid, maintenance and other required skills;
 - Directs, responds, participates and/or assigns staff to respond to incidents including, illegal activity, medical emergencies, wildland fires and search and rescue operations;
 - Coordinates field operations with District staff, government or law enforcement agencies, coordinates police and fire agencies in matters of public safety;
 - Investigates accidents;
 - Monitors public relations issues with visitors on the Watershed, responds to and mitigates complaints;
 - Educates the public regarding use and protection of watershed lands through tours and presentations and coordinates interpretive programs;
 - Observes and reports suspected illegal activity to appropriate authorities;
 - May monitor assignments regarding the Adult Offender Work Program crew;
 - Coordinates, participates and/or assigns staff for prescribed burns;
 - Supervises the collection of entrance fees and other revenues collected relating to watershed protection services;
 - Directs, participates and/or assigns staff with taking lake level and rain gauge readings and assists with routine operations of reservoirs;
 - Maintains necessary records and prepares reports;
 - Ensures employee compliance with applicable safety rules and regulations; and
 - Performs related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Rules, regulations and policies governing Marin Municipal Water District watershed activities;
- Principles and practices of fire prevention and control;
- Techniques used in search and rescue operations;
- Emergency medical techniques;
- Incident command system procedures;
- Basic principles and practices of ecology, land use and conservation, protection and maintenance.

- Principles and practices of supervision, training and performance evaluation;
- Principles, methods and techniques of effective leadership;
- Principles and practices of employee relations and related labor laws for personnel management;
- Computer applications related to the work, including computer-aided dispatch (CAD), word processing, spreadsheet use, and data information and management systems;
- Correct and effective use of the English language in oral and written communications;
- Effective writing practices; proper spelling, grammar, punctuation;
- District safety policies and CAL/OSHA rules and regulations.

Ability to:

- Interpret, apply, and explain procedures, rules, regulations, and codes, including state and federal ordinances and the policies of Marin Municipal Water District;
- Analyze situations accurately and adopt an effective course of action;
- Respond appropriately in potentially hazardous and/or emergency situations;
- Apply principles and practices of ecology, land use and conservation;
- Prepare necessary records, reports, and correspondence utilizing appropriate computer programs;
- Prepare clear, concise and effective oral and written presentations for boards and committees, public meetings, various public agencies and community groups;
- Write and prepare technical reports, publications and graphs;
- Supervise, motivate, evaluate, and provide training for assigned staff and volunteers; monitor work activities to ensure safe work practices, work quality and accuracy;
- Effectively communicate orally and conduct tours and public education in the use of watershed lands;
- Establish and maintain effective working relationships with other District personnel and representatives of public and private agencies, as well as members of the general public;
- Enforce District safety policies and CAL/OSHA rules and regulations;
- Meet the physical demands of Chief Ranger work, including the performance of heavy manual labor and patrolling mountain trails on foot;
- Drive and operate a vehicle and travel to alternative work locations and off-site meetings.

Training and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelor's degree from an accredited college or university with

major course work in natural resource management, park administration, forestry, conservation, environmental sciences, public administration, law enforcement, or other closely related natural or social science fields.

and

- Eight years of progressively responsible experience as a sworn peace officer, which includes: direct experience in the protection and operation of a resource or recreation area, and two years of experience of supervisory or lead direction in assigning and evaluating the work of others.

and

- Possession of an Intermediate Peace Officer Certificate issued by the California Commission on Peace Officer Standards and Training (P.O.S.T.).

Internal Qualifying Training and Experience

Current district employees may substitute the above listed Training and Experience requirements with the following:

- Twelve years of satisfactory experience as an MMWD Park Ranger, including a minimum of two years of district or external experience in a lead, senior, or supervisory role.

Note: Marin Municipal Water District Park Rangers hired prior to October 18, 2010 are not required to possess a State of California Peace Officers Standards and Training (POST) Basic Certificate or have satisfactorily completed a POST Basic Academy.

OTHER REQUIREMENTS

- Willingness to work on weekends, holidays, after hours and varying shifts, as the operation requires;
- Willingness to wear prescribed uniform;
- Successful completion of Intermediate Incident Command (ICS 300) or its equivalent;
- Successful completion of background check;
- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Possession of an Intermediate Peace Officer Certificate issued by the California Commission on Peace Officer Standards and Training (P.O.S.T.). Ability to obtain an Advanced Certificate within 18 months of hire.
- Possession of, or ability to obtain certifications in each of the following National Wildfire Coordinating Group courses within 18 months of appointment: S-130, Firefighter Training, S-190, Introduction to Wildland Fire Behavior, S-230 Crew Boss, S-231 Engine Boss, and S-270 Basic Air Operations.
- Possession of current standard first-aid and cardiopulmonary resuscitation (CPR) certificate.

HIGHLY DESIRABLE TRAINING AND EXPERIENCE

- Formal training and demonstrated experience for managing the missing person search function including successful completion of Cal OES's Direction and Control of the Search Function, Search Management Course, or equivalent courses.
- Possession of a certified Emergency Medical Technician (EMT) card issued by the State of California and a current Health Care Provider CPR certificate.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk up to 5 miles at a time on uneven, un-level or slippery ground surfaces such as hills, slopes or steep slopes and trails, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust and occasionally exposed to fumes or airborne particles, bloodborne pathogens, risk of electric shock, and vibration, and works with specialized protective equipment. The position may require the ability to work overtime, extended hours and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: September 4, 2004

Revised: **February 16, 2016**
May, 2014
June 24, 2008
July 1, 2005

Approved by: Human Resources Manager