

# White Mountain Lakes County Recreation Improvement District

## Job Description – Lake Patrol/Maintenance

**Summary:** Under general supervision, performs patrol for safety conditions and hazards; to enforce State and Local laws and regulations pertaining to boating and swim safety; to assure authorized use and compliance with the District's Rules and Regulations; and to act as Host of White Mountain Lake to cordially greet visitors, realtors, or potential buyers to the area. Performs maintenance duties. Reports to the White Mountain Lakes District Administrator.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Patrol lake and surrounding areas to ensure order, safety conditions, and visitor compliance with lake rules and regulations and boating laws.
- Maintain a variety of records including daily boat count usage, fishing lake usage and swim/picnic lake usage (via computer and/or handwritten)
- Provide general labor for maintaining the grounds, signs, and equipment both at the lake property and Carr Circle.
- Operate a variety of motorized equipment and boats. (launching and operating boats)
- Computer skills: Knowledge of word and excel programs, ability to locate District members via Navajo County Assessors Office online.
- Skill in using equipment to maintain and move the boating and fishing dock.
- Attend special training classes when needed or required, such as CPR/First Aid classes.
- Administer first aid and CPR if needed.
- Greet all persons coming to the lake cordially and professionally.

### **Knowledge and Skills:**

- Knowledge of boating safety practices and procedures.
- Certified in CPR and completion of first aid training and able to administer same.
- Ability to operate a variety of motorized equipment and boats (chain saw, weed eater, etc.).
- Ability to handle and care for motorized and non-motorized tools in a safe manner.
- Ability to perform duties independently.
- Ability to communicate with co-workers and administrator effectively.
- Ability to swim.
- Skill in giving and following verbal and written instructions.
- Skill in maintaining effective working relationships with co-workers and public.
- Skill in working with the public.
- Good organizational skills

### **Desirable Qualifications:**

High School Diploma or G.E.D.; AND at least 21 years of age; AND valid Arizona Driver License.