



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Sailing Specialist
Department: Parks and Recreation
Division: Recreation
Supervised By: Recreation Supervisor
FLSA Status: Non-Exempt
Revision Date: March 2021

JOB SUMMARY

Within a well-defined framework of established policies and procedures; implement and participate in sailing program and activities, provide leadership and resources to program participants and perform a variety of administrative support functions for assigned program areas.

DISTINGUISHING CHARACTERISTICS

The Sailing Specialist is the advanced journey level classification in the Sailing Instructor series. Incumbents are seasonal and require excellent communication and interpersonal skills, knowledge of the assigned program area(s) and the ability to be flexible and to learn new recreational activities as necessary.

The Sailing Specialist is distinguished from the Sailing Instructor by the overall, day-to-day responsibility for the planning, directing and successful implementation of programs. Incumbents provide support and assistance to the Recreation Supervisor on an ongoing basis.

Incumbents work under general supervision from the Recreation Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor.

Exercises technical and functional supervision over Sailing Instructors as well as assigned volunteers and interns.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Plan and create schedules; coordinate available facilities and times/dates, register applicants for participation and collect fees.
- Prioritize daily work activities for self and others as designated.

- Train and act as a resource to assigned part-time staff in assigned program areas.
- Review and evaluate the progress and effectiveness of specific recreation activities; develop recommendations for revisions and document the same.
- Monitor and assess the condition of facilities being used in terms of suitability, physical condition and safety.
- Document all incidents involving injury, behavioral problems and/or any unusual events and communicate to appropriate resources and Recreation Supervisor.
- Work with or manage small program budget with Recreation Supervisor approval.
- Maintain records and files on all participants in program areas and activities.
- Complete written reports as needed.
- Provide direct leadership to program participants in assigned youth and adult sailing programs.
- Plan, organize and implement various daily recreational activities in assigned program areas.
- Responsible for supplies and equipment utilized in recreational programs, activities and events; ensure equipment is used in an appropriate manner including life jackets, sails, boats, ropes, etc.
- Supervise program participants to maintain participant safety at all times.
- Attend meetings, workshops, orientations and training sessions as required.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provide positive customer service to applicants, participants and the general public; act as an information source regarding assigned programs and activities as well as the District's recreation programs in general; send requested brochures, schedules and applications; refer inquiries to appropriate District programs/services as necessary.
- Provide input and feedback to Recreation Supervisor and staff regarding the effectiveness and/or success of assigned recreation program areas; observe needs and priorities of program participants, and make suggestions for program enhancements/modifications to improve current and future recreation programs/services.
- Participate in the preparation of proper facilities for assigned programs and activities; communicate with scheduled groups to confirm use of the facility and identify the needs of the user group.
- Assess and monitor the condition of the equipment and facilities being used for assigned programs and activities in terms of suitability, physical condition and safety; report any maintenance concerns to the appropriate parties immediately.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Basic first aid.
- Health and safety standards and practices as it relates to recreational activities.
- Specific recreational activities as they relate to assigned program area.
- Basic principles and practices of employee supervision and motivation.
- Basic principles, practices and objectives of designated recreation programs/services for assigned age groups.

- Basic principles and practices of recreation program planning and organization.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Operate a motorized safety boat in a safe and effective manner.
- Learn and apply District policies, procedures and practices to assigned recreational programs and activities.
- Perform mathematical calculations including addition, subtraction, multiplication and division.
- Lead groups in a variety of sports and other recreational activities in an effective, positive and safe manner.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Motivate and encourage assigned staff and volunteers.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: To include the ability to read and write at a level required for successful job performance.

Experience: At least two years of experience working as a Sailing Instructor II or equivalent.

2. Certification & Licensing Requirements:

- Completion of US Sailing Small Boat Instructor Training – Level One.
- Completion of a boating safety course that is recognized by the State of California and the U.S. Coast Guard.
- Possession of appropriate and valid driver’s license and driving record that complies with District policy is required.
- Ability to obtain valid First Aid Certificate within the first six months of employment.
- Ability to obtain valid CPR Certificate within the first six month of employment.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Work is primarily performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; water; and excessive noise.

Position may require working beyond normal business hours and/or weekend work.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY ≤ one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Continuously
Walking	Continuously
Walking on uneven terrain	Continuously
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Continuously
Climbing (stairs/ladders/etc.)	Frequently
Crawling	Occasionally
Crouching	Frequently
Kneeling	Frequently
Pushing (100 lbs.)	Frequently
Pulling (100 lbs.)	Frequently
Stooping	Occasionally
Working at heights	Occasionally
Working/Reaching above shoulder level	Frequently
Working/Reaching below shoulder level	Frequently
Working/Reaching at desk level	Frequently

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Continuously
26 to 50 lbs.	Occasionally
51 to 75 lbs.	Occasionally

76 to 100 lbs.	Occasionally
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Continuously
Pushing	Continuously
Fine Manipulation	
Typing/Keyboard	Rarely
Calculator	Occasionally
Writing	Frequently
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Frequently
Simple Grasping	
Files	Rarely
Computer mouse	Rarely
Phone receiver	Occasionally
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Continuously
Rotation	Continuously

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet
Shelves/Storage	6 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously

Explaining

Continuously

APPROVED BY: Sean Barclay, General Manager