

Supervisor: Recreational Vehicle Division**GENERAL SUMMARY**

Primary functions of the job are to oversee the Recreational Vehicle Division operations, including the patrol of lakes, waterways, and trails, and to enforce laws; respond to rescues or body recoveries; inspect boats or other seasonal vehicles for safety; to teach Boater Safety, and to maintain all recordkeeping for the division. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. May be required to work on-call in an emergency. Must remain available (electronically or otherwise) to assist seasonal deputies as questions present themselves.

This is an MCOLES certified Sergeant's position.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Prepares and manages budgets, payroll, and reports for both the County and the Department of Natural Resources.
- Processes invoices, revenues etc.
- Recruits, interview, completes background investigations, train, and supervise, discipline, evaluate, personnel, and schedule officers' work and patrol assignments. Monitors employee work hours, overtime and leave time.
- Schedules and teaches Boater Safety, Snowmobile Safety and ORV Safety classes.
- Responsible for the routine and seasonal maintenance of patrol boats, patrol vehicles, snowmobiles and patrol ORV's to include motors, trailers, and associated equipment.
- Performs inspections of rental boats and equipment at county boat liveries; prepares and issues annual inspection certificates; and issues related reports to the Department of Natural Resources.
- Speaks and demonstrates to the public and appears at boat shows/marine trade shows and lake association meetings.
- Coordinates, prepares Incident Action Plans (IAP), and patrols marine events including parades, demonstrations, races, air shows, fireworks, etc.
- Patrols and enforces laws on County waters and trails.
- Enforces Michigan Marine Laws, Snowmobile Laws and ORV Laws and other associated regulations both state and local, to include the Grand Traverse County ORV Ordinance; and investigates any complaints.
- Maintains accurate records and reports concerning activities (daily, weekly, yearly activity reports, statistical reports, voucher reports.)
- May assume all responsibilities of the Seasonal Law Enforcement officers including Marine, Snowmobile, and ORV officers, as well as all duties of an MCOLES certified officer.
- Responds to emergency situations and search and rescue cases involving waterways,

lakes, and trails; and assists dive team when needed.

- Conducts him/herself in accordance with the policy and procedures manual of the Sheriff's Office and any other special duties that are assigned to him/her.
- Prepares grants for the Department of Natural Resources for all divisions and documents inventories, purchases, and disposal records.
- Makes oneself available for on-call marine emergencies and complaints while off duty.
- Maintains Recreational Vehicle Division building, storage, floors, office area and garage.
- Creates computerized documents and programs using Microsoft Excel and Microsoft Word.
- Attends DNR workshops, instructor academy, law, and procedure updates.
- Assists other Sheriff's Office divisions, when needed.
- Manages division fleet and/or applicable assets to include research/recommend new purchases.
- Additional duties as the Sheriff, Undersheriff, Captain sees fit.
- May be required to assist in Patrol Supervisory duties.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High School Diploma or G.E.D., with the equivalent of two years of college preferred.
- Prior supervisory experience preferred.
- Must be MCOLES certified and hold the rank of Sergeant.

CERTIFICATIONS, LICENSES

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the County's Vehicle policy.
- MCOLES (Michigan Commission on Law Enforcement Standards) certified.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check will be required initially and may be required periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- Must not have been convicted of a felony or crime that might question the person's credibility
- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a

- complete background investigation
- Must be in good health and able to perform police duties, free from chronic disease and any physical deformities, and able to pursue, apprehend, restrain, and control potential suspects
- May be required to successfully complete a physical readiness test yearly.
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision regarding both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- May be required to serve in an "on-call" capacity

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could lead to the loss of life or major harm or life impairment or could result in the loss of funding and reduced services to the public.

Compared to the Seasonal Law Enforcement officer classification, this job requires oversight of a division and requires supervision and training of personnel and associated budget.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases, criminal suspects, or prison inmates.
- May occasionally be required to lift/move over 100 pounds.
- Must be able to work any shift, weekends, and holidays for this 24-hour operation and must be able to work mandatory overtime.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Thorough working knowledge of standards for care documentation and demonstrable ability to accurately document and interpret case histories and notes.
- Knowledge of the community resources serving client population.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, families, co-workers, and representatives of other

agencies.

- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and smart telephones.
- Ability to interact positively with clients from a wide range of cultural and socio-economic backgrounds and with widely divergent levels of educational attainment and social skills.
- Ability to effectively assess and counsel both individuals and their families.
- Ability to assess and provide guidance within area of specialized knowledge.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.
- Must have familiarity with boats and associated equipment and operation.
- Must have familiarity with snowmobiles and associated equipment and operation.
- Must have familiarity with ORV's and their operation.