

CLASSIFICATION: MARINE PATROL SERGEANT

Class Code: 6096-23

Date Established: 05-01-97

Occupational Code: 3-3-3

Date of Last Revision: 07-24-13

BASIC PURPOSE: To supervise field investigations of accidents and criminal activities on state waterways and to conduct training and education programs to insure compliance with boating laws and regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts and supervises investigations of boating accidents and related criminal activities to protect the public on state lakes and waterways.
- Issues arrest warrants and prosecutes cases for various offenses of boating and criminal laws.
- Supervises subordinate employees to ensure appropriate enforcement of boating and navigation rules and regulations.
- Develops and implements boating and navigational courses to train Marine Patrol Officers and the public to promote boating and water safety.
- Schedules and coordinates all training of the Marine Patrol Bureau.
- Reviews work performance for accuracy and recommends work methods to improve enforcement strategies.
- Prepares statistical, financial and progress reports to summarize accomplishments and to evaluate program effectiveness.
- Reports relevant information at hearings on suspension or revocation of boat owners operating privileges.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting, or climbing.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major field of study preferably in criminal justice or the equivalent.

Experience: Three seasons of experience (minimum of 520 hours per season) as a seasonal or full-time Marine Patrol Officer or Supervisor. Each additional season of approved work experience may be substituted for one year of required formal education.

License/Certification: Current Red Cross Multi-Media First Aid Certificate or its equivalent as determined by the Chief or Deputy Chief, Marine Patrol Section. Must be a certified New Hampshire Police Officer or certifiable by the New Hampshire Police Standards and Training Council within six months of employment. Must possess a valid New Hampshire Boating Education Certificate and a valid motor vehicle driver's license.

SPECIAL REQUIREMENTS:

1. Must be eighteen (18) years of age on date of appointment.
2. Must be in good physical condition; applicants selected for employment must submit a physician's statement of health prior to employment.
3. Must be able to pass a 50 yard free style swim test or have a current certificate of swimming ability containing this requirement.
4. Must be willing to accept employment in assigned geographic location.
5. Must pass written, navigation performance, and physical aptitude and agility examinations administered by the Division of Safety Services.

RECOMMENDED WORK TRAITS: Thorough knowledge of the operation of power boats and the N.H. laws and rules governing the operation, equipment and navigational aids of boats. Considerable knowledge of executing complaints, warrants and all other legal work incidental to prosecuting boat cases in district or municipal courts. Ability to effectively write procedures, manuals or news releases for publication. Ability to present lectures relating to boat legislation, boat safety, and all other situations relating to boating operations. Ability to establish and maintain harmonious working relationships with state officials, other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.