

**RESOLUTION NO. CC-2410-103**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO UPDATE THE JOB SPECIFICATION FOR THE POSITION OF DEPUTY HARBOR MASTER/BOAT CAPTAIN**

WHEREAS, pursuant to Sections 2-3.602 and 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council of the City of Redondo Beach ("City Council") shall set forth from time to time the Class Titles for job classifications; and,

WHEREAS, pursuant to Section 2-3.502 of Article 5, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council shall set forth from time to time the Specifications for job classifications; and,

WHEREAS, it is necessary to amend the Official Book of Class Specifications to reflect such action of the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Official Book of Class Specifications is hereby amended, as reflected in the attached Exhibit "A" relating to updating the Job Specification for the position of Deputy Harbor Master/Boat Captain.

SECTION 2. This Resolution shall take effect immediately upon its adoption by the City Council.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED this 29<sup>th</sup> day of October, 2024.

\_\_\_\_\_  
James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Michael W. Webb, City Attorney

\_\_\_\_\_  
Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss  
CITY OF REDONDO BEACH        )

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that Resolution No. CC-2410-103 was passed and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 29<sup>th</sup> day of October, 2024 and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Eleanor Manzano, CMC  
City Clerk

## EXHIBIT A

### JOB SPECIFICATION FOR DEPUTY HARBOR MASTER/BOAT CAPTAIN

#### DEPUTY HARBOR MASTER/BOAT CAPTAIN RESOLUTION CC-2410-103 APPROVED

#### DEFINITION

Under the direction of the Fire Chief/Harbor Master and Fire Division Chief, the position is accountable as a team member for performing mid-level managerial and supervisory work assisting with the directing of all fire departmental emergency and non-emergency operations within the designated harbor area, medical services, and disaster preparedness in addition to managing projects and complex tasks to achieve results in support of the City's mission, goals, policies and objectives.

#### DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The position is accountable to assist with directing the day to-day supervision of the Fire Department harbor patrol unit, and the listed tasks are essential for the position and may include, but are not limited to, the following:

- Providing effective leadership to accomplish the administrative objectives of the Fire Chief/Harbor Master and the policy goals of the City Council and the City of Redondo Beach.
- Responding to and assisting the Police Department with boater and harbor tenant complaints regarding traffic, nuisances, and quality of life issues.
- Conducting inspections of personnel, programs and equipment.
- Performing all the duties, responsibilities and expectations of the Harbor Patrol Officer classification.
- Offering innovative options to assist the Fire Chief/Harbor Master to enhance emergency service programs.
- Working collaboratively with various outside agencies which may include United States Coast Guard, California Fish and Game, and Los Angeles County Lifeguards, among others.
- Assuming the role as initial Incident Commander until relieved by a higher authority on all emergency and non-emergency incidents within the designated harbor area.
- Applying current fire and marine related technical and manipulative training experiences and methodologies to improve company and personnel performance.
- Using critical thinking regarding professional recommendations, decisions and completed staff work.
- Enforcing certain Municipal Codes and ordinances, state and federal laws that are pertinent to marine, harbor, pier and maritime facilities.
- Administering basic and advanced emergency medical care commensurate with his/her level of training.

- Planning, organizing, directing, scheduling and controlling the work of the harbor patrol unit.
- Providing initiative in achieving positive, timely results for the organization.
- Providing effective planning, management and evaluation of departmental personnel, units, programs, functions, services and projects.
- Delivering outstanding internal and external customer service while solving problems and proactively creating sustainable solutions to issues.
- Providing effective leadership, direction, supervision, training, coaching, teambuilding, evaluation, safety and support for employees.
- Providing quality fiscal management prudently assisting with the preparation and administration of the annual budget, seeking opportunities for new revenues, containing costs, safeguarding assets, improving productivity and accurately reporting operational and financial conditions.
- Providing leadership in the enforcement of contractual agreements (MOU), departmental and City policies/procedures, and first responder services.
- Maintaining effective relations with Fire Administration, Police Administration, City Administration, City Council, Boards, Commissions, businesses, community groups and harbor stakeholders to accomplish goals.
- Maintaining crew order and immediately addressing substandard behavior by any employee and reporting and documenting all instances through the chain of command.
- Operating all assigned vessels and equipment safely and proficiently.
- Maintaining equipment on all assigned vessels and in fire station in a constant state of readiness.
- Operating all assigned vessels and equipment in accordance with the appropriate standards of the United States Coast Guard and other relevant state and local requirements.
- Responding to major incidents reported to the Fire Department; comprehending and initiating the Incident Command System / National Emergency Management System (ICS / NEMS) until relieved by a higher ranking official.
- Responding to and supervising the response to citizen complaints regarding conduct of personnel (including themselves) on all emergency and non-emergency situations.
- Utilizing technology equipment and software in accordance with City policy to input, extract, review, and analyze information and data, using common office software, spreadsheets, databases, and other systems used in the City and/or within the Fire Department.
- Providing interdepartmental leadership and administration of projects when required.
- Providing effective representation and communications to public agencies, businesses, employees, media and the harbor community.
- Completing thorough research, preparing well-written reports and making effective presentations.
- Conducting regular performance evaluations of personnel, giving frequent and specific feedback about personnel performance and holding themselves and employees accountable for doing their jobs while also celebrating accomplishments and successes.
- Conducting duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor.
- Supporting the City's mission, goals, policies and objectives.
- Supporting City's corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; fiscal responsibility; and environmental responsibility.

- Performing other related duties as required.

## CLASSIFICATION

The position is covered under the Fair Labor Standards Act and is a member of the classified service.

## QUALIFICATIONS

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City by combining the appropriate people, resources, processes and time to successfully achieve results. The position requires the professional ability to analyze, innovate and solve complex emergency and non-emergency operational problems with initiative and working as a team member in a dynamic environment.

The position requires basic experience in fire operations, maritime operations, fire code enforcement, medical services, disaster preparedness, hazardous material first responder, policy administration and enforcement, communications, public relations, and human resources.

The position requires the successful completion of an annual United States Life Saving (USLA) open water rescue swim test. The candidate must swim 500 meters within 10 minutes without assistance. The swim may be completed in open water or a pool. Adjuncts including fins, floatation, wetsuits, and hand paddles are not permitted. This test shall be administered annually and successfully completed.

The position also requires computer literacy with knowledge in the use of Telestaff, Microsoft Word, Excel, and PowerPoint; ability to communicate using email programs; and, understanding and adherence to City policies for information technology.

The position's expected competencies include knowledge of City policies, departmental policies, and California Firefighter Bill of Rights; Skelly and disciplinary processes; sound decision-making skills; critical thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; proven top performances.

Qualified applicants must possess the following:

- High school diploma or G.E.D.-equivalent.
- Four (4) years of experience in the Redondo Beach Fire Department.
- California Paramedic Certification.
- Current California Driver's License.
- Current California Boating Card.

Desirable qualifications include assignment as a Fire Rescue Boat Specialist/Deck Hand; P.C. 832 (Laws of Arrest); SCUBA certification; L.A. County Underwater Diver or Instructor's Certificate; and Merchant Mariner Credential with assistance towing endorsement.

This position requires the completion of P.C. 832 (Laws of Arrest) within one (1) year of assignment.

This position requires the following certifications within three (3) years of assignment:

- United States Coast Guard Merchant Mariner Credential with Operator of Uninspected Passenger Vessel (OUPV) License.
- United States Coast Guard Assistance Towing Endorsement.
- Department of Boating and Waterways (DBW) Basic Coastal Operator.
- DBW Marine Firefighter Certificate.
- DBW Boating Under the Influence Certificate.
- DBW Boating Accident Investigation Certificate.
- DBW Rescue Boat Operations Certificate.
- California State Fire Marshal Open Water Rescue-Basic, Fire Aquatic Rescue Response Team (AART), or equivalent certification.

Pending the development of a Dive Program, the following certifications are required within one (1) year of the program starting:

- SCUBA Certification.
- Dive Rescue International Light Salvage and Recovery Operations.

Failure to complete the required certifications within the specified time is cause for removal from the position and reversion to prior rank.

As a prerequisite for promotion, members must have completed four (4) years of uninterrupted employment with the City of Redondo Beach Fire Department at the time of appointment