



## JOB DESCRIPTION – LAKE PATROL/MAINTENANCE

[www.wmlcrd.org](http://www.wmlcrd.org) (928) 532-8099 [mark@wmlcrd.org](mailto:mark@wmlcrd.org)  
2015 Silver Creek Drive, Show Low, AZ 85901

**APPLICATIONS DUE BY: 2pm on 4/19/21**  
**Drop off at Lake Office (2015 Silver Creek Drive)**

**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 cordially greeting visitors, realtors, or potential buyers to the area. Performs maintenance duties. Reports to the WMLCRID 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)
- Computer skills: Knowledge of word and excel programs, ability to locate District members via Navajo County Assessors Map (Online).
- Provide general labor for maintaining the grounds, signs, and equipment (At the Lake & Carr Circle).
- Operate a variety of motorized equipment and boats. (launching and operating boats)
- 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 safely operate a variety of motorized equipment and boats (chain saw, weed eater, etc.).
- Ability to perform duties independently, with good organizational skills
- 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.

### **Desirable Qualifications:**

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

**Wage = \$12.15/hour (Part Time, Seasonal)**