

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Senior Navigation Assistant

TITLE #: 1607

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the operation of a power boats, dive team equipment, and/or snowmobiles on Greenwood Lake during all seasonal events and to assist a Police Officer patrolling the lake. Work is performed under the general supervision of a Police Sergeant in accordance with New York State boating safety rules and safe boating practices. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Police Officer in the operation of any seasonal equipment being used on the lake during normal patrol operations with safety inspections and violation stops;

Maintains the appearance and operating condition of all equipment used to patrol the lake owned by the Village of Greenwood Lake, including but not limited to power boats, snowmobiles, or four-wheel quads;

Coordinates teams responding to ice and water rescue of distressed persons in the lake;

Trains officers in dive rescue in water and in ice and the use of rescue equipment;

Prepares equipment for operation, inspects equipment for safety hazards or damage and properly stores equipment when not in use;

Provides guidance and direction to the general public navigating the waters of Greenwood Lake;

Maintains daily activity logs of each piece of equipment being used during each season for records of fuel use, repair and maintenance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and maintenance of power boats and marine equipment; working knowledge of the geography of Greenwood Lake; working knowledge of New York State boating safety rules; skill in the operation of a power boat; ability to train others in diver's rescue and ice rescue techniques; ability to understand written and verbal instructions; sound judgement; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) experience as a police officer or navigation assistant and certification as an open water diver and ice rescue instructor.

JURISDICTIONAL CLASS: Non-Competitive

JURIS CL UPDATE: 06/08/09 at