

# Lavaca-Navidad River Authority

## Job Description

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|-----------------------|--------------------------------------|
| <b>Job Title:</b>     | Law Enforcement Officer              |
| <b>Department:</b>    | Project Operations                   |
| <b>Reports To:</b>    | Director of Law Enforcement/Security |
| <b>FLSA Status:</b>   | Non-Exempt                           |
| <b>Salary Range:</b>  | \$14.75 - \$24.08 per hour           |
| <b>Prepared By:</b>   | Human Resource Manager               |
| <b>Approved By:</b>   | General Manager                      |
| <b>Approved Date:</b> | September 2020                       |

### Summary

This position is primarily responsible to provide for: i) the safety and security of LNRA employees and the visiting public at all LNRA facilities and public access areas, ii) to protect LNRA assets from acts of terrorism, theft and vandalism, iii) to enforce rules and regulations in accordance with LNRA Ordinance No. 1 and to enforce state law on Project lands within the parameters established by LNRA.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Patrol project area with emphasis on key infrastructure facilities such as the Palmetto Bend Dam Project, pipelines, pumping plants, Main Office Complex, Brackenridge Recreation Complex and its facilities, Brackenridge and Texana Parks and various boat ramps.

Enforce state law (within parameters established by the General Manager, the Deputy General Manager of Operations and the Director of Law Enforcement) on Project lands, investigate criminal activity, collect and preserve evidence, take written statements, write offense reports, file criminal charges as appropriate, book offenders into the county jail, and follow through to final disposition of offenses. Officers will seek investigative assistance from local, state, and federal enforcement agencies in cases involving death and/or when a major felony offense is committed on LNRA property.

Maintain a daily shift log and complete reports in the CrimeStar database.

Monitor water distribution controls, spillway controls, pipeline alarms, early warning system, wastewater treatment plant, security alarms and respond as required.

Monitor radio traffic and communicate/coordinate and respond as needed with local, state, and emergency services in Jackson County.

Assist in water delivery and flood control operations when called upon.

Demonstrate proficiency with LNRA issued firearms.

Assist Management Staff as needed.

Comply with LNRA rules, regulations and policies.

**Supervisory Responsibilities**

This position may include supervisory responsibilities.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED). Must be a TCOLE certified Texas Peace Officer.

**Language Skills**

Ability to communicate effectively in the English language, both orally and in written form.

**Mathematical Skills**

Basic math skills.

**Reasoning Ability**

Intermediate reasoning ability skills.

**Certificates, Licenses, Registrations**

Valid Class C Texas Driver License. Insurable driving record. TCOLE certified Texas Peace Officer.

**Other Skills and Abilities**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to orally communicate ideas in one-on-one situations or in group settings. Ability to make constructive suggestions through proper channels for the betterment of the organization. Effectively troubleshoot problems and formulate appropriate responses to resolve issues in the performance of duties. Thorough understanding of the Texas Penal Code, Code of Criminal Procedure, Texas Traffic Law, Texas Family Code, Texas Drug Laws, and Use of Force as defined in the Penal Code. Proficient in the use of police type firearms and non-lethal use of force weapons, such as OC pepper spray, baton, and TASER.

**Other Qualifications**

Must be able to work a flexible schedule: shift work, days, nights, weekends, and holidays. May be subject to call 24 hours a day. Must be mentally and physically sound. This position is considered safety sensitive and falls under the category of "Essential Personnel" which is subject to LNRA's random drug and alcohol testing policies. Must pass a psychological examination.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires an employee to be in reasonable physical condition. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds in order to repair and service pumps, motors, and machinery. The employee must be capable of climbing a ladder to a minimum of 50 feet; climbing a minimum of one flight of stairs on an intermittent basis; and open and close wire and metal gates. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Because of the geographical location of LNRA Project lands and facilities the officer will be from time-to-time subjected to harsh climate conditions and/or adverse weather conditions.

Officers on occasion will be in close proximity to moving mechanical parts, exposed to excessive noise levels, subjected to exhaust fumes, airborne particles, toxic or caustic chemicals. Officers will on occasion be in close proximity to electrical control panels where there is a risk of electric shock.

**Tools and Equipment Used**

While performing the duties of this job, the employee is frequently required to operate the following equipment: Automobile, light trucks and trailers, ATV's and battery powered carts. On occasion officer may be required to operate lawn care equipment or power tools. Employee will be required to operate computers, copy machines, calculators, radio equipment, and handheld radios.

## **EMPLOYMENT ADVERTISEMENT**

The Lavaca-Navidad River Authority is accepting applications for a Law Enforcement Officer **OR** Security position. These positions are responsible for the safety and security of LNRA employees and the visiting public and all LNRA facilities and public access areas. Must be a TCOLE certified Texas Peace officer **OR** have a Commissioned Security License from the Texas Department of Public Safety – Private Security Bureau preferred **AND** have a valid Class C Texas Drivers License. Must be able to work a flexible schedule and subject to call 24 hours a day. Applications may be picked up at: Lavaca-Navidad River Authority, 4631 FM 3131, Edna, Texas 77957 or by contacting Jennifer Martin at [careers@lnra.org](mailto:careers@lnra.org) or by visiting [www.lnra.org](http://www.lnra.org).