



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Aide (Seasonal) (Angel Island)	549-656-5048-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Francisco Bay Sector	Angel Island State Park (SP)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required		State Park Peace Officer Supervisor (Ranger)
☐ Housing is not available		
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the State Park Peace Officer Supervisor (Ranger), the Park Aide is responsible for assisting visitors by providing transportation on a Hop-On, Hop-Off van at Angel Island State Park. The Park Aide may receive work assignments from the State Park Peace Officer (Ranger or Lifeguard), the Park Maintenance Supervisor, or any other employee acting as a lead employee. The reporting location for this position is Angel Island State Park. This position may work up to 1500 hours within 12 consecutive months.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Visitor Contact Provide park visitors with information related to safe use of park facilities. Assists Park visitors by communicating interpretive knowledge and providing the public with general information including, but not limited to, areas of the Park with historical significance, relevance, and that are of interest. Communicates the importance of preserving natural and cultural resources. Will provide park visitors with general information, directions, and locations of trails and points of interest. May assist with Ayala Cove dock operations as needed.	
40%	Vehicle Operation & Maintenance Operate a 9-passenger van, providing safe transportation to Park Visitors, Staff and Residents. Keep vehicle road-ready by maintaining safe oil and other fluid levels. Maintain vehicle fuel level, keep records of fuel use, ensure proper air in tires, keep equipment interior and exterior clean, sweep out van regularly, clean and detail interior of van at the end of each work week, and ensure that the vehicle is in good working condition prior to use. Alert Maintenance Mechanic or Park Maintenance Supervisor of any issues that may arise during daily operation of the vehicle. Assists with Angel Island boat operations when needed as a deck hand and assumes responsibility for assisting with safety of all state vessels and passengers. May operate state vessels with approved training and possession of a California State Boater Card.	
10%	Facility Housekeeping: Assist with housekeeping tasks including, but not limited to, litter pick-up throughout park property, removing any graffiti from park facilities, and washing and cleaning of State equipment and property, which will include State-owned facilities, vehicles, equipment, tools, etc.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	

5%	Administration Maintains passenger log. Keeps vehicle mileage log accurate and up to date. Completes daily walk-around inspection before operating vehicles.	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS Typical work activities involve prolonged sitting, bending, stooping and lifting. Works inside and outside in varying temperatures, may have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations as well as a fast-paced environment. May require heavy physical work including lifting, pushing or pulling equipment and materials weighing up to 40 pounds. The typical schedule will be three ten-hour shifts per week year-round.		
TELEWORK DESIGNATION This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS: This position requires a Valid Class "C" California Driver License. This position is subject to pre-employment and random drug screening as required by the US Coast Guard. Maintain a courteous, helpful and professional attitude, including wearing the required uniform and maintaining personal grooming standards. Must be willing to obtain a California Boater Card and participate in vessel training.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE