



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-656-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Senior Park Aide (Seasonal) (Dock Operations)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
SF Bay Sector	Angel Island State Park (SP)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		State Park Peace Officer Supervisor (Ranger)
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 Supervising State Park Peace Officer (Ranger) and receiving guidance from the on-duty State Park Peace Officer (Ranger) or State Park Interpreter who is acting as site lead, the Senior Park Aide (Dock Operations) operates motor vehicles and functions as a deck hand on State-owned vessels. The reporting location is the Visitor Center at Angel Island State Park in the San Francisco Bay Sector. 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	
25%	DOCK OPERATIONS Greet Park visitors upon arrival and provide direction, orientation, and general information. Will ensure safe operation of loading docks, including queuing of visitors in the appropriate waiting areas, directing safe loading and unloading of passengers from vessel, and coordinating the flow of passengers with vessel crewmembers. May be required provide assistance to those with mobility issues. 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 Boater Card. Will drive state vehicles as needed for job-related functions. Maintain clean and sanitary condition of docks and finger piers by collecting refuse, washing, sweeping and scrubbing of docks and piers as needed. Responsible for ensuring that boaters do not create any safety hazards on the dock and piers (i.e. barbequing on the dock, impeding traffic, etc.)	
25%	CAMPGROUND OPERATIONS/MAINTENANCE Performs tasks and trains Park Aides in tasks related to the park entrance station which includes but is not limited to: collection of park fees, campground operation and registration, operation of the ReserveCalifornia online reservation system, accurate accounting and processing of fees collected, and accurate accounting and processing of passes and tickets sold. Will perform periodic cleanliness checks of Ayala Cove buildings and perform housekeeping duties as needed. Will check Ayala Cove area for refuse and/or potential hazards and take appropriate action (collect refuse or report potential hazards).	
15%	ADMINISTRATIVE Responsible for processing Docking Permits. Assist in the processing and scheduling of Special Events. May act as point of contact and/or event monitor for special events. Will act as a lead and	

	trainer for other seasonal dock aides. Will assist with tracking of visitor attendance, processing of lost & found items, and other administrative functions as needed.	
15%	INTERPRETATION Assist with the interpretation of plants, wildlife, and history of Angel Island to Park visitors. May be called upon to assist with large groups or special events. Will also instruct Park visitors in rules and regulations.	
15%	VISITOR INFORMATION/STORE OPERATION Provide leadership for Visitor Information Center/Book Store operations. Responsible for ordering merchandise and maintaining store inventory. Responsible for scheduling of staff and volunteers to operate store. Provides information and orientation to park visitors. Responsible for sales of merchandise and accounting and security of associated funds.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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		
Work will be performed outside in the park in all types of weather conditions. Typical work activities may involve prolonged sitting, bending, stooping and lifting. Works inside and outside in varying temperatures, may have 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. May be required to respond to emergencies and associated conditions.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. This position is subject to pre-employment and random drug screening as required by the US Coast Guard. 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