



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Boat Operator	549-656-6988-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Boat Operator	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
SF Bay Sector	Angel Island State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☒ Housing is required ☐ Housing may be required ☐ Housing is not available		Park Maintenance Supervisor
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 general direction of the Angel Island Park Maintenance Supervisor, the Boat Operator is responsible for scheduling, operation, maintenance and inspections of the state operated boats, docks, and ramp used on Angel Island. In order to fulfill all of the duties of this position, the incumbent is required to live in State housing as the primary residence. The reporting location is the State Boat Office in Ayala Cove. The working schedule is Sunday-Wednesday from 7:00AM – 6:00 PM.		
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%	Equipment Operation Operates all boats assigned to Angel Island State Park in a safe and efficient manner. Keeps clear and accurate records of boat operations. Transports employees, their families, and official visitors to and from the mainland to Ayala Cove. Purchases fuels and fuels boats as needed to ensure adequate reserves are on hand for routine operations and emergency situations. Schedules and coordinates personnel and equipment transportation between Angel Island and the mainland. Transports staff, contractors, residents, volunteers, etc. to and from various locations on Angel Island by utilizing Park's car/truck/van. Monitors tides, weather, and other marine related conditions affecting schedules, operations, and the secure storage of vessels. Works with the US Coast Guard to see that all registrations, licenses, permits, and inspections required to maintain legal operations are current and properly posted. As directed, trains employees to operate the boats and provides evaluation and recommendation as to their readiness to operate and/or perform vessel functions. Provides vessel related emergency, fire, and Man Overboard (MOB) trainings to all deckhands and staff. Maintains log of when training has been administered.	
40%	Equipment and Dock Maintenance Performs routine maintenance and minor repairs to all boats and equipment assigned to vessel operations. Purchases and maintains supplies and parts as needed for the upkeep of vessels and docks. Performs routine maintenance on engines and other mechanical parts according to manufacture's specifications and/or as directed by the State Automotive Inspector. Monitors repair work being performed on park vessels in shipyards. Maintains docks, shops, and other facilities related to vessel operations. Maintains and makes minor repairs to the Golden Gate, Angel-Island Tiburon docks and day slips. Performs inspections, maintenance, and minor repairs on the vehicle(s) assigned to boat operations.	

15%	Administration	Completes routine paperwork (including timesheet and equipment logs). Performs purchasing following current purchasing contract procedures. May provide information for budgeting for boat program operations. Will participate in all training provided for daily and/or emergency park operations. Keeps Supervisor informed of any upcoming inspections or major maintenance required.	
MARGINAL FUNCTIONS:			
%	TASK/DUTIES		
5%	Public Contact	Stays current on park information including Angel Island history, location of facilities, and public ferry Schedules. Assists the public by answering questions or directing them to information. Keeps uniform neat, clean, and presentable, maintaining a professional image. Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings, trainings, and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS			
All work shall be performed in a safe manner. Typical work activities may involve frequent bending, stooping, and lifting of objects up to 50lbs. This position will perform work indoors and outdoors, often in inclement weather. May have extensive exposure to dirt, dust, fumes, and unpleasant odors and/or loud noises. The work associated with these types of functional assignments will be assigned and directed by the Supervisor. As an employee in required state housing, you are expected to respond to call-outs for non-emergencies, emergencies, or critical events occurring districtwide and outside of your normal work hours. Some examples include, but not limited to, response to park alarms (fire, sewer, water, etc.), hazardous material response (direct and support), fire response (direct and support), maintenance of critical infrastructure, and opening/closing gates after hours.			
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 pre-employment drug screening and random drug screening. Possession of a valid class "C" Driver's License is required. Must possess and maintain a Master of Less Than 100-Gross Tons Great Lakes and Inland Waters License. Must possess and maintain a Marine Radio Operator's Permit. Must have proof of completion of the USCG Radar Endorsement Certificate for Inland Waters.			
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