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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Lifeguard I (Seasonal)	549-656-0993-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Bay Area District	Lifeguard I (Seasonal)	R07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
San Francisco Bay Area	Angel Island State Park	
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 State Park Peace Officer Supervisor (Ranger or Lifeguard), the Lifeguard I is assigned to detect and rescue persons or vessels in distress; take command in emergencies; perform first-aid and resuscitation procedures; notify headquarters of accidents and rescues; prepare reports; remove hazards; assist the public and advise visitors of rules and regulations; operate, inspect and perform maintenance on emergency rescue equipment and vehicles; operate public safety radio; and other related duties.

Each Lifeguard I (Seasonal) will report to the SPPO (Ranger or Lifeguard), while routine requests for assistance and work-related directions will be made by contacting the Lifeguard II (Seasonal). Matters of urgency or of a timely nature may be directed to permanent lifeguard staff. Direct supervisors will be notified in writing immediately if the normal chain of command is not followed.

The reporting location for this position is Angel Island State Park, but the Lifeguard I may work at other locations within the district as needed.

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
30%	**Public Safety / Patrol** Performs aquatic rescues and first aid consistent with training and protocols. Conducts daily safety inspection and corrects and/or reports hazards to supervisor or a lead person. Checks facilities, vehicles, emergency rescue equipment, trails, roads and waterline for obvious problems or hazards. Renders visitor services, such as providing directions, answering questions, and providing help, promptly and courteously. Assures that all emergency services and administrative procedures are instituted according to the Aquatics Handbook and Bay Area District policies and procedures. Follows direct supervisor's instructions. Responds to radio calls promptly per radio use guidelines. Drives State vehicles according to vehicle operation protocols. Immediately reports employee injuries to supervisor or lead person. Assists permanent employees in developing and implementing accident prevention procedures. Assures that rescue equipment is maintained and available for emergency use. Attempts to remedy visitor complaints by courteously providing accurate information, forwards unresolved visitor complaints to supervisor or lead person. Immediately informs supervisor or lead person of all visitor complaints, no matter how minor. Assists the Boat Operators as scheduled by performing duties including, but not

	limited to, vessel docking and undocking, helping passengers board and debark, securing cargo and equipment, and ensuring the safety of the vessel, crew, and passengers.
30%	**Junior Lifeguard Instruction** Assists with welcoming Junior Lifeguards and assisting with boarding and disembarking from ferry vessels. Follows guidelines in Aquatic Safety Handbook for Junior Lifeguard philosophy, discipline, safety, and activities. Assists with Junior Lifeguard registration using Reserve California. Works within a team of instructors and volunteers to accomplish transporting Junior Lifeguards around the island, facilitating activities, and equipment cleanup and storage. Monitors safety of Junior Lifeguards at all times and reports any suspected child abuse per mandated reporter guidelines and training. Is available for all scheduled Junior Lifeguard activities, including tryouts and session dates, and participates with a positive attitude. Develops and maintains the Junior Lifeguard Program not only during the summer months when the program is active, but throughout the entire scheduled employment term.
20%	**Dock Station** Interprets State Park Rules and Regulations to the public and staff. Assists dock aides as needed with welcoming visitors and assisting visitors with boarding and disembarking from ferry vessels. Explains Park rules and regulations and offers helpful information to visitors. **Facility and Equipment Maintenance and Security** Performs daily inspection and maintenance of aquatic facilities, inspects dock station and first aid supply room for cleanliness, organization, professional appearance, and proper stocking of supplies and equipment. Empties trashcans at workstations as needed at the beginning and end of each shift, sweeps floors and dusts counter spaces of any workstations at the beginning and end of each shift. Notes damage and graffiti to signs throughout the island, cleans and replaces signs as possible, and makes suggestions for new signs or replacements needed. Promotes facility, equipment, and employee security. Assists dock aides with keeping dock station and Visitor Center facilities secured / locked at the end of each shift. Removes vehicle keys and locks vehicle when not immediately occupied. Maintains lifeguard patrol vehicle in a clean and professional state, performs vehicle servicing at end of each shift which includes washing, drying, cleaning and vacuuming interior, restocking supplies, refueling, and completing mileage log. Periodically details vehicle for preventative maintenance. Includes waxing, polishing, and other measures to arrest rust, corrosion, and deterioration. Assists direct supervisor with identifying needed rescue equipment as well as replacements and submitting requests for purchasing through the chain of command.
15%	**Kiosk Assistance** Assists dock aides with camper check-ins and sell day-use docking passes as well as moorings. Use the computer in the dock station to complete sales and check reservations. Collects cash and credit card payments and issues payment receipts. Completes all necessary paperwork for fee collection. Works cooperatively and communicates effectively with dock aides to ensure a positive visitor and employee experience. Immediately notifies supervisor or lead person of any missing or late public safety reports or fee collection reports.
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	

Works outdoors and performs vehicle patrol and assists boat operators on trips across the San Francisco Bay on state park vessels. Typically, works during daylight based on the ferry schedule, which dictates visitation to the island. May work in a variety of weather conditions, including inclement weather, and may be required to assist aboard a vessel on rough seas. Must be prepared to enter cold water and swim or paddle long distances in the San Francisco Bay. Willingness to work long and irregular hours, weekends, and holidays; tact and diplomacy; dependability; maturity sufficient to assume the responsibility of protecting lives of others; willingness to conform to prescribed uniform standards.
Physical strength, endurance, and agility necessary to perform lifesaving activities; visual acuity and hearing in each ear sufficient to perform the essential functions of the job.

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. Successful completion of the Department of Parks and Recreation seasonal lifeguard training program within one year of appointment. Required to enroll in the U.S. Coast Guard drug testing program, which includes a pre-employment drug screening and random drug testing. This is required of all Angel Island State Park employees.

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