

HANCOCK PARK DISTRICT JOB DESCRIPTION

POSITION TITLE: Waterfront Aide
CLASSIFICATION: Grade 8 – Temporary, Seasonal, Non-Exempt
SUPERVISOR: Waterfront Manager
LOCATION: Zonta Landing at Riverside Park

RESPONSIBILITIES

The Waterfront Aide is responsible for assisting with the Zonta Landing Boat Rental Operation and helping to maintain grounds and structures along the Riverside Park Waterfront.

ESSENTIAL DUTIES

1. Assist with the Zonta Landing Boat Rental Operation during open hours (12:00 noon to 7:00 p.m. on Saturdays, Sundays, and holidays from Memorial Day weekend to Labor Day).
2. Help customers with loading and unloading watercraft, life vests, and equipment.
3. Keep watercraft clean, dry, and safe for customers.
4. Clean Waterfalls Pavilion, Boathouse, and Riverside Park Waterfront in preparation for park visitors.
5. Maintain park landscapes in a clean, safe condition. Priorities include mowing, trimming, pulling weeds, watering, and picking up litter.
6. Report problems, concerns, and the need for supplies to the supervisor as soon as possible.

***Essential duties are not to be construed as all-inclusive.
Other duties may be required and assigned.***

QUALIFICATIONS

The minimum education requirements necessary to perform the essential duties of this position are typically acquired through High School coursework plus experience working around water and boats, such as canoes, kayaks, and pedal boats and performing grounds maintenance. The ability to maintain a positive, cooperative, and helpful attitude toward co-workers, supervisors, and customers is required. The ability to swim is required. Certifications in First Aid, Cardio-Pulmonary Resuscitation (CPR), and Lifeguarding are preferred. Candidates are required to be at least 14 years of age and in good physical condition.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Work regularly occurs in the field where noise level is moderate, weather conditions vary from normal to extreme, and environmental conditions vary from developed to primitive and requires the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling of objects and materials, including but not limited to canoes and kayaks.

EMPLOYEE ACKNOWLEDGEMENT

I have read the Waterfront Aide Job Description and understand the responsibilities and essential duties of my position.

Signature

Date