

## **HANCOCK PARK DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Waterfront Manager  
**CLASSIFICATION:** Grade 7 – Temporary, Seasonal, Non-Exempt  
**SUPERVISOR:** Park Manager Central  
**LOCATION:** Zonta Landing at Riverside Park

### **RESPONSIBILITIES**

The Waterfront Manager is responsible for managing the Zonta Landing Boat Rental Operation, supervising Waterfront Aides, and helping to maintain buildings, grounds, and facilities as assigned.

### **ESSENTIAL DUTIES**

1. Provide on-site management of the Zonta Landing Boat Rental Operation during open hours (11:00 a.m. to 7:00 p.m. on Saturdays, Sundays, and holidays from Memorial Day weekend to Labor Day).
2. Administer rental forms, prepare reports, account for money, and enforce safety requirements.
3. Schedule and provide direct supervision over waterfront aides.
4. Keep the watercraft clean, dry, and safe for customers.
5. Clean Waterfalls Pavilion, Boathouse, and Riverside Park Waterfront in preparation for park visitors.
6. Serve as park laborer when not working as waterfront manager in an effort to complete a 40-hour week and fulfill a combination job (waterfront manager on Saturdays, Sundays, and holidays and park laborer on weekdays).
7. Maintain park landscapes in a clean, safe condition. Priorities include mowing, trimming, pulling weeds, watering, and picking up litter.
8. Work with Park Operations Department staff and volunteers on maintenance and construction projects. Adhere to maintenance standards and complete work assignments as instructed and assigned by area managers and coordinators.
9. Operate and maintain equipment in a safe manner. Make repairs as instructed.

10. 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 a High School diploma plus experience working around water and boats, such as canoes, kayaks, and pedal boats, completing administrative paperwork, 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 18 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 such as canoes and kayaks, operate a variety of equipment, machinery, and tools, coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating vehicles, and recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job related objects, materials, and tasks.

## **EMPLOYEE ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date