

Santa Cruz Port District
SEASONAL, PART-TIME POSITIONS

PARKING CONTROL

Under supervision, acts as parking control attendant, directing visitors to parking area, collecting fees and making change.

Essential Job Functions

- must be able to perform the job duties and typical tasks with physical dexterity, and for prolonged periods of time;
- must be able to work in changeable and in inclement weather;
- must be able to communicate with a wide range of public in a clear and courteous manner;
- must be able to think clearly and in an orderly manner;
- must be able to handle money, collect fees and make change accurately;
- must be able to lift 25 pounds;
- must be able to possess a California Driver's License and be insurable for the operation of Port District vehicles.

Typical Tasks

- Staffs various entrances of the harbor area and monitors and/or controls vehicles as they enter or exit the harbor;
- Controls and monitors vehicles and trailerable vessel in the launch ramp area;
- Tags vehicles by recording license number and vehicle information;
- Provides safe transportation for harbor users to and from remote parking areas;
- Drives shuttle van on public roads during peak traffic times;
- Places and removes signs and barricades at the beginning and end of each shift;
- Greets and provides harbor users and visitors with parking information and other area attractions if requested;
- Acts as a liaison between deputy harbormaster staff and the general public;
- Reconciles cash at the beginning and end of each shift;
- Collects fees and makes appropriate change;
- Issues parking permits;
- Oversees parking availability in parking lots and communicates with harbor staff on availability;
- Assures pedestrian safety in parking areas / launch area;
- Collects parking survey data;
- Prepares other paperwork as required;
- Ability to use a cash register, calculator and computer;
- Maintains cleanliness of work area and parking areas;
- Monitors and collects fees in launch ramp area, as requested;
- Monitors use of wash rack, as requested;
- Other duties as assigned.

Employment Standards

- Professional, neat appearance
- Excellent attitude and customer service skills
- Punctuality;
- Attention to duty at all times;
- Ability to communicate parking policies and procedures to harbor users and visitors;
- Ability to diplomatically handle visitor complaints while maintaining a professional demeanor.

WATER TAXI OPERATOR

Definition

Under minimum supervision, acts as skipper and captain of water taxi, maintaining good relations with visitors of the harbor area while providing safe and efficient water transportation within the inner harbor.

Essential Job Functions

- must be able to perform the job duties and typical tasks with physical dexterity, and for prolonged periods of time;
- must be able to work in emergencies, under stress, and in inclement weather;
- must be able to swim adequately, in cold water;
- must be able to self-rescue from water;
- must be able to communicate clearly and deal with a wide range of public in a clear and courteous manner;
- must be able to lift 50 pounds;
- must possess a California Driver's License;
- must be insurable for the operation of Port District vessels.

Typical Tasks

- Operates vessel(s) in close proximity to other vessels in inner-harbor area;
- Secures vessel to dock and assists with passenger boarding;
- Inventories all safety gear on vessel(s);
- Daily safety inspection of vessel(s) and boarding areas;
- Assures the safety and necessary comfort of all passengers;
- Ensures passenger compliance with all safety requirements;
- Maintains vessel log and other paperwork, as required;
- Daily check of local marine weather forecast;
- Operates VHF radio;
- Immediately reports safety hazards, accidents and spills to deputy harbormaster staff;
- Maintains vessel cleanliness;
- Assists as needed during special events in the harbor;
- Acts as direct supervisor and offers training of water taxi crew personnel;
- Participates in scheduled in-service training as required;
- Preventative maintenance checks and procedures on vessel(s);
- Reports maintenance issues immediately;
- Vessel fueling;
- Other duties as assigned.

Employment Standards

- Must possess a current Coast Guard Captain's license or able to obtain certification for inner-harbor operation of Port District vessels;
- A background in boat handling and seamanship;
- Must be able to pass a boat handling exam;
- Must be at least 18 years of age;
- Must have the ability to assess dangerous conditions and react accordingly;
- Must be able to obtain CPR and standard first aid certification within 30 days of employment;
- Professional, neat appearance;
- Excellent attitude and customer service skills;
- Ability to communicate with other boaters and harbor users in a professional and effective manner;
- Punctuality;
- Ability to pass a drug screen test;
- Understanding of all safety equipment;
- A period of employment and/or experience which has provided the opportunity to perform a variety of job assignments in boat handling which demonstrated the possession of the skills necessary to perform the typical tasks.

WATER TAXI ATTENDENT

Definition

Under supervision, acts as attendant on the Port District's inner-harbor water taxi, escorting passengers through the gates, down the ramps and docks, and onto the water taxi. Attendant shall be available to assist passengers while the vessel is underway.

Essential Job Functions

- must be able to perform the job duties and typical tasks with physical dexterity, and for prolonged periods of time;
- must be able to work in emergencies, under stress, and in inclement weather;
- must be able to swim adequately, in cold water;
- must be able to self-rescue from water;
- must be able to communicate clearly and deal with a wide range of public in a clear and courteous manner;
- must be able to lift 50 pounds;
- must be able to dock and tie the vessel at various dock configurations.

Typical Tasks:

- Takes and follows direction given by vessel captain;
- Daily safety inspection of vessel(s) and boarding areas;
- Secures vessel to dock and assists with passenger boarding;
- Assists in safe navigation;
- Maintains a courteous and professional attitude while dealing with a wide range of public;
- Provides for safety and necessary comfort of all passengers;
- Ensures passenger compliance with safety requirements;
- Maintain cleanliness of vessel(s) and boarding areas
- Assists as needed during special events in the harbor;
- Participate in scheduled in-service training
- Other duties as assigned.

Employment Standards:

- A background in boat handling and seamanship;
- Must be able to pass a boat handling exam;
- Must be at least 16 years of age;
- Professional, neat appearance
- Excellent attitude and customer service skills
- Punctuality;
- Understanding of all safety equipment;
- Must have the ability to assess dangerous conditions and react accordingly;
- Ability to properly secure the vessel;
- Crew member should be visible at all times of the day and interact with passengers;
- Attention to duty at all times.

OPERATIONS ASSISTANT

Definition

Under basic supervision, performs a variety of routine, repetitive and special assignments in support of any department as assigned relating to the day-to-day operation of the marina. This position requires no law enforcement duties.

Typical Tasks

- Staffs various entrances of the harbor area and monitors and/or controls vehicles as they enter or exit the harbor;
- Greets and provides harbor users and visitors with parking and launch and services information and other area attractions if requested;
- Acts as a liaison between deputy harbormaster staff and the general public; assists Harbor Patrol with a variety of tasks including fuel dock and vessel operations
- Collects fees and makes appropriate change; reconciles cash at the beginning and end of each shift
- Issues parking permits;
- Waterside safety monitoring and traffic control for human-powered vessels and boards, power and sailing vessels;
- Assists Harbor Patrol with assessing conditions and addressing problem areas;
- Reports vessels and other craft in distress to Deputy Harbormaster staff;
- Warns operators of dangerous conditions / water activities;
- Educates operators about rules and regulations;
- Provides parking enforcement and issues citations; assists with traffic control; monitors parking availability in parking lots and communicates with other harbor staff on availability; monitors use of wash rack and provides change
- Communicates rules and regulations to harbor users;
- Monitors launch and retrieval of visitor vessels at harbor launch ramps; issues launch tags and collects launch fees; assists with pedestrian safety in parking and launch ramp areas
- Drives shuttle van during peak traffic times to transport harbor users to and from remote parking areas;
- Places and removes signs and barricades and the beginning and end of each shift;
- Collects parking, inventory and services data;
- Prepares other paperwork as required;
- Maintains cleanliness of vehicles, vessels, work area, parking and dock areas; fuels and charges vehicles;
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes and reports unsafe acts, conditions, accidents, and injuries.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; performs other duties as required or assigned.

Knowledge of:

- District policies and procedures.
- Geography, roads, and landmarks of District facilities and surrounding areas.

Skills / Ability to:

- Reconcile cash and make change.
- Use of a VHF radio, calculator, computer and standard office equipment.
- Understanding the operations of the harbor and facilities, and using a variety of vehicles and equipment.
- Communicating effectively verbally and in writing.

Education / Employment Standards

- A period of employment and/or experience which has provided the opportunity to perform the skills necessary to perform the typical tasks.

Licenses / Certificates

- Must possess a California Driver's License and be insurable for the operation of Port District vehicles.