

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.

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.