

**Associated Students, Inc.**  
**SACRAMENTO STATE**  
**AQUATIC CENTER**  
**JOB DESCRIPTION**

WORKING TITLE: <b>Dock Master</b>	CLASSIFICATION:
DEPARTMENT/LOCATION: Aquatic Center	DIRECT SUPERVISOR: Aquatic Center Youth Programs Director
FLSA CLASSIFICATION: Part Time Non Exempt	APPROVAL DATE:

**SUMMARY:**

The Dock Master shall handle the daily outdoor customer service operations of the Aquatic Center. Primary areas of responsibility are Water safety on the docks, customer service, room and facility set-up, cleaning, facility support and opening and closing duties.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Assist customers in boat launch, with the right equipment, properly fitted PFD's, and helpful instructional pointers for basic boating Safety

Facility/room set up and clean-up

Provide appropriate assistance to customers, vendors, officials and staff.

Keep equipment and facility clean. Inspect equipment for damage and safety.

Open the facility, including but not limited to setting up equipment for daily use and facility maintenance. Complete opening reports

Close the facility, including but not limited to putting away all equipment, locking doors and setting alarm. Complete closing reports

Provide support for a variety of special events.

Other duties may be assigned.

**CORE COMPETENCIES**

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing with staff, employees and public
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions

**MINIMUM QUALIFICATIONS**

- C.P.R., First Aid, Lifeguard Training or Equivalent Red Cross Water Safety Class and California Boating Safety Certificate
- Ability to lift and move up to 50 pounds
- Ability to use power washer
- Pass the California Boating Safety Course
- Be checked-out to operate Safety launches on lake Natoma
- Be able to drive an Aquatic Center vehicle, for gas runs and Ice.

**PREFERRED QUALIFICATIONS**

- Aquatic/boating knowledge
- Know how to tie knots
- Be water safe to work on the docks

**Pay Range**

- \$8.00-\$10.00 Depending on Experience and Qualifications

All Aquatic Center Staff must sign a Code of Conduct and Dress Code Agreement.