



# ISABELLA COUNTY, MICHIGAN

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|-------------------|--------------------|--------------------|-------------------|
| <b>Position</b>   | Park Ranger        | <b>FLSA Status</b> | Non-Exempt        |
| <b>Department</b> | Parks & Recreation | <b>Pay Range</b>   | \$10.73 - \$16.25 |

## GENERAL SUMMARY

Performs routine maintenance and developmental tasks within a particular park site. Duties may result in exposure to inclement weather. This position works under the direct supervision of the Park Manager or other Park Supervisory Staff

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs basic electrical, plumbing and mechanical repairs.
- Loads, transports, unloads and handles park operational supplies and equipment.
- Performs janitorial operations on cabins, comfort stations, bathhouses, picnic pavilions, and other structures, satisfying standards of cleanliness and sanitation.
- Mows turf areas using a combination of walk behind and riding mowers. Trims grass around trees, posts and other obstructions.
- Picks up ground litter. Empties trash containers.
- Performs preventive maintenance on vehicles and other motorized equipment.
- Performs minor repairs to fences, signs, picnic tables and other facilities and equipment.
- Patrols park to prevent fires, vandalism, and theft. Monitors behavior of park visitors, cautions visitors against infractions of the Ordinance and notifies supervisor of unresolved problems.
- Greets visitors and provides information pertaining to park use, safety requirements and area points of interest.
- Directs vehicle traffic and reports accidents.
- Assists persons with injuries to obtain appropriate medical care.
- Performs other duties as assigned.

## MINIMUM ENTRANCE QUALIFICATIONS

### Education and Experience

- High school diploma or equivalent.
- Less than one (1) year experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

**Licenses or Certifications**

- Valid driver's license.

**OTHER JOB REQUIREMENTS**

- None.

**PREFERRED QUALIFICATIONS**

- None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Knowledge of:**

- General maintenance practices.
- Modern office equipment, procedures and applicable software packages.
- The repair or construction of park equipment, facilities and other structures.
- Basic electrical, plumbing and mechanical systems.
- Park Rules & Ordinance.
- Basic arithmetic.

**Skill in:**

- The operation of park landscaping equipment and machinery.
- Interpreting and carrying out a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Attention to detail.
- Customer service.
- Completing detailed incident/accident reports.
- Organization and time management.
- Performing basic repair and maintenance.

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| <b>Work Environment</b>                      | <b>Seldom or Never</b> | <b>Sometimes or Occasionally</b> | <b>Frequently or Often</b> |
|--|------------------------|----------------------------------|----------------------------|
| Office or similar indoor environment         |                        | X                                |                            |
| Outdoor environment                          |                        |                                  | X                          |
| Street environment (near moving traffic)     |                        | X                                |                            |
| Construction site                            | X                      |                                  |                            |
| Clinical health care environment             | X                      |                                  |                            |
| In the community (homes, businesses, etc.)   | X                      |                                  |                            |
| Warehouse environment                        | X                      |                                  |                            |
| Shop environment                             |                        | X                                |                            |
| Detention center or correctional facility    | X                      |                                  |                            |
| <b>Exposures</b>                             | <b>Seldom or Never</b> | <b>Sometimes or Occasionally</b> | <b>Frequently or Often</b> |
| Individuals who are unpleasant or unhappy    |                        | X                                |                            |
| Individuals with known violent backgrounds   | X                      |                                  |                            |
| Communicable diseases                        | X                      |                                  |                            |
| Bodily fluids (blood, urine, etc.)           |                        | X                                |                            |
| Infectious waste                             |                        | X                                |                            |
| Extreme cold ( <i>below 32 degrees</i> )     |                        | X                                |                            |
| Extreme heat ( <i>above 100 degrees</i> )    |                        | X                                |                            |
| Moving mechanical parts                      |                        | X                                |                            |
| Risk of electrical shock                     |                        | X                                |                            |
| Vibration                                    |                        | X                                |                            |
| Fumes or airborne particles                  |                        | X                                |                            |
| Toxic or caustic chemicals, substances waste |                        | X                                |                            |
| Loud noises ( <i>85+ decibels</i> )          |                        | X                                |                            |

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

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| <b>Date created:</b>  | 12/06/2016 |
| <b>Dates revised:</b> | 2/8/2023   |
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