



Grand Traverse County, MI Job Description

Park Ranger - Power Island

GENERAL SUMMARY

Primary function of the job is to independently perform A jack of all trades with responsibilities, primarily to protect and preserve the park or reserve, and to ensure a safe, quality recreational experience for all visitors, as well as to act as a frontline representative of the Grand Traverse County Parks and Recreation department, all within established policies and procedures. Completion of tasks may require subjective judgment. Errors will have a short-term impact to the extent that they will need to be corrected. Regular communication with the public and handling difficult people is expected. This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle.

The park Ranger is expected to live on the island and be present as a county representative during the five-day workweek beginning Wednesday morning and ending Monday morning. Presence during the period beginning Monday morning and ending Wednesday morning is optional. It is acceptable for the Ranger to be off-island during the Monday-Tuesday period as well as during times of inclement non-boating weather. (When it is rainy, cold, and stormy, etc.) The job consists of approximately 20 hours of chores and 120 hours of serving as a county representative.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Plans and administers the policies and programs of the park commission or department involved
- Maintains the park in a safe, sanitary condition
- Meets visitors, offers information, and provides assistance, as necessary
- Points out and enforces the rules and regulations of the park
- Assists in field assignments and facility usage
- Maintains equipment and structures and procures supplies as needed
- Develops and carries out a daily and weekly work schedule
- May supervise assistant rangers or others as provided

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from high school, trade school or G.E.D.
- One year experience in natural resources, public speaking, and parks and recreation preferred
- May substitute related education and training for experience if there is demonstrated knowledge, ability, and skills to perform the work

CERTIFICATIONS, LICENSES

- Requires a valid driver's license and may require personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- Certified Parks Recreation Professional (preferred but not required)
- CPR and First Aid certification (within first six months of employment)

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Required to serve in an "on-call" capacity

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel. Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to high and precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases, criminal suspects.
- May occasionally be required to lift/move over 100 pounds
- May be required to work extended hours and overtime

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Basic knowledge of English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Skill in the use of custodial tools and equipment
- Must be in good physical health necessary to perform the manual labor tasks
- Knowledge of occupational hazards, safety code regulations and the safe use of tools, equipment and materials needed to perform tasks
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to detect basic errors and make corrections as directed and under established procedures
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently