Park Ranger

Position Description

Status
Seasonal

Reports to
Parks Manager

Compensation
A11

Supervises
None

Bargaining Unit
Non-bargaining

Position Category
Generalist

Summary

This position is responsible for providing customer service support work within County parks and the parks office; This position patrols the parks by vehicle and foot, enforces rules, assists with special events, lock and secure gates and facilities, collects fees, processes reservations, performs general park custodial duties such as restroom cleaning, litter pick up and emptying trash cans. The Park Ranger will also fill in as parks office support and provide general office support services.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Utilize various forms of communication to attendants of varied socio/economic backgrounds about amenities, park activities, parks rules, regulations, limitations and general conditions related to day-to-day operations of the parks. Responds to customer questions and complaints.
2. Lock and secure gates and park facilities, when necessary.
3. Verify proper permits/passes are obtained by park visitors; Sell season passes; Collects daily campsite, watercraft launch and equestrian trail fees.
4. Monitor campground payment and reservation system.
5. Monitor pavilion reservation system.
6. Basic custodial duties; clean and stock bathroom/vault toilets, clean campsites, empty fire pits, empty trashcans, clean and sweep picnic shelters.
7. Performs a wide variety of basic clerical functions.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus

- Financial Resources
- Goal/Results Oriented
- Communication

- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment and job sites can be loud.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel

Travel is required to access County Parks other locations to perform necessary job duties.

Required Education and Experience

1. Must be at least 18 years of age.
2. High School Diploma or equivalent (G.E.D.).
3. Six (6) months experience in a customer service setting and/or cash handling.
4. Valid Michigan Driver's license.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____