

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN H

POST DATE: April 6, 2017

APPLICATION DEADLINE DATE: April 29, 2017

Applications to be filed with *Human Resources Department – Court House Annex.*

DEPARTMENT: Parks

POSITION: Seasonal Park Ranger I

START RATE OF PAY: \$14.97 per hour

HOURS WORKED: As Scheduled; **must be available for Weekends/Holidays**

OVERALL OBJECTIVE OF JOB: Position serves to provide for park law enforcement, safety, security and public relations duties at the Mauch Chunk Lake Park.

ESSENTIAL FUNCTIONS OF JOB:

1. Patrols park grounds by foot and by motor vehicle for the purpose of enforcing the County ordinances governing the use of the County Park System.
2. Patrols park waterways by motorboat to assist boaters in distress, identify safety hazards and enforce park rules and regulations.
3. Assists Local Police, State Police, Game Commission Officials and Fish & Boat Commission Officials in the enforcement of applicable laws, rules and regulations.
4. Issues courtesy notices to park visitors for minor infractions of park rules and regulations.
5. Prepares citation forms to file cases with District Magistrates and files the forms with District Magistrates.
6. Prosecutes cases on behalf of the County, presents evidence and witnesses, examines and cross-examines witnesses, and testifies before District Magistrates and the courts.
7. Investigates accidents, complaints with enforcement ramifications, and suspected crimes. Secures crime scenes to maintain and protect the integrity of the evidence and scene.
8. Prepares daily patrol logs and maintains park security by driving through or walking through all park buildings and areas.
9. Inspects park facilities and corrects and/or reports unsafe conditions to the Park Director and/or Park Maintenance.
10. Prepares documents and reports relating to complaints, incidents, investigations, evidence seized and action taken during enforcement.
11. Seizes and/or disposes of evidence or property for purposes of investigation or prosecution.
12. Utilizes computer system to do various security reports and works on the Campground Master camping reservation program.
13. Assists park visitors in locating missing parents or children. Notifies Park Director and/or Chief Ranger of missing parents or children.
14. Presents information and answers questions about park recreational facilities, recreational opportunities, park history and local attractions.
15. Computes charges, collects fees, makes change, issues appropriate permits for use and rental of various park facilities.
16. Transports money to the park office or bank depository.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to effectively read, write, speak and understand the English language.
2. Must possess knowledge and understanding of PA Crimes Codes, PA Fish & Boat Code and PA Game Commission rules and regulations.
3. Skilled in the use of less lethal weapons including expandable baton and Oleoresin Capsicum (OC) pepper spray.
4. Ability to maintain current certifications and qualifications with County issued OC spray, handcuffs and expandable baton.
5. Must possess a thorough understanding of firearms handling and have the ability to gain a thorough understanding of the County Parks Department firearms policy.
6. Ability to maintain annual firearms qualifications if required.
7. Ability to learn and apply park rules, regulations and policies to situations encountered in the course of daily routine.
8. Ability to explain the rationale and purpose of park rules and regulations.
9. Ability to maintain peace, order and morality among the public through learned policies and effective communication.
10. Ability to react quickly and calmly in emergency situations and choose proper course of action.
11. Ability to deal courteously, firmly and tactfully with the public.
12. Ability to prosecute summary citations in Magisterial Court and testify in higher court cases.
13. Ability to observe and accurately recall details of appearance, actions, statements and other occurrences.
14. Ability to take clear and accurate notes for complaint handling, incident reporting and investigations.
15. Must possess flexibility to work varying shifts necessitated by demands on scheduling, workload, court appearances and special events.
16. Ability to operate a motor vehicle to patrol park grounds, boundaries and facilities.
17. Ability to operate a motorboat to patrol park waterways and execute water rescues.
18. Must be able to maintain CPR and First Aid certifications and have the ability to administer first aid and/or CPR in emergency situations.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued):

19. Ability to work effectively with clients, co-workers and others.
20. Must possess good communication and interpersonal skills and have the ability to effectively communicate with park visitors in answering questions on various park and environmental topics.
21. Must be thoroughly familiar with computer operating systems and software to perform essential job functions.
22. Ability to compute charges and make correct change.
23. Must be dependable and reliable and able to open and close park gates when needed.
24. Knowledgeable of, and accomplished in, performance of all the duties of a Seasonal Park Ranger II.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess the ability to physically and mentally react quickly in the event of a disturbance or physical outbreak.
2. Must be willing and physically able to walk extensively and perform outdoor duties under varying weather conditions.
3. Must possess average swimming skills.
4. Must possess sufficient health, strength and physical ability to deal with emergency situations that may require pursuit and physical control of other persons.
5. Must be able to sit/stand/walk intermittently for long periods throughout the working day with occasional periods of bending, stooping, twisting, reaching, driving, as needed to perform essential job functions.
6. Light work with occasional lifting/carrying of objects with a maximum weight of twenty pounds and occasional heavy work involving objects with a maximum weight of 100 pounds.
7. Must possess ability to record, convey, and present information; as well as, explain procedures and follow instructions.

QUALIFICATIONS:

High school diploma or equivalent. Possession of a valid motor vehicle operator's license. Must possess Act 120 training or similar law enforcement background training and experience.
Must possess current certifications in Adult, Child and Infant CPR, as well as, Community First Aid.

AN EQUAL OPPORTUNITY EMPLOYER