

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

BULLETIN K

POST DATE: April 2, 2018

APPLICATION DEADLINE DATE: April 30, 2018

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

DEPARTMENT: Parks

POSITION: Seasonal Park Ranger II

START RATE OF PAY: \$10.02 per hour

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

OVERALL OBJECTIVE OF JOB: Position serves to provide for the safe and proper use of the recreational facilities at the Mauch Chunk Lake Park and to provide park visitors with a pleasant and enjoyable experience.

QUALIFICATIONS: High school diploma or equivalent. Possession of a valid motor vehicle operator's license. Applicant must possess current certifications in Adult, Child and Infant CPR, as well as, Community First Aid.

ESSENTIAL FUNCTIONS OF JOB:

1. Patrols park grounds by foot and by motor vehicle and checks buildings, structures and facilities to ensure they are secure and safe for public use.
2. Observe park visitors to ensure that they are complying with all applicable park rules and regulations.
3. Inform park visitors of park rules and regulations. Asks for voluntary compliance involving rules and regulations being violated.
4. Reports violations of park rules and regulations to the Park Director and/or Chief Ranger.
5. Reports vandalism or theft of park property to the Park Director and/or Chief Ranger.
6. Directs vehicular traffic and provides assistance at the admissions booth during peak visitation times.
7. Opens and closes gates at appropriate times or as directed when areas have reached capacity or are declared unsafe for public use.
8. Assists lifeguards in maintaining order and safety at beach area.
9. Inspects park facilities and corrects and/or reports unsafe conditions to the Park Director and/or Park Maintenance.
10. Patrols the campgrounds to verify proper registration and permitting.
11. Presents information and answers questions about park recreational facilities, recreational opportunities, park history and local attractions.
12. Assists park visitors in locating missing parents or children. Notifies Park Director and/or Chief Ranger of missing parents or children.
13. Greets the public by providing coverage at the park office and admissions booth.
14. Receives complaints from park visitors and forwards to the appropriate park personnel.
15. Computes charges, collects fees, makes change, and issues appropriate permits for use and rental of various park facilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to effectively read, write, speak and understand the English language.
2. Ability to learn and apply park rules, regulations and policies to situations encountered in the course of daily routine.
3. Ability to explain the rationale and purpose of park rules and regulations.
4. Ability to deal courteously, firmly and tactfully with the public.
5. Ability to maintain peace, order and morality among the public through learned policies and effective communication.
6. Must possess flexibility to work varying shifts necessitated by demands on scheduling, workload, court appearances and special events.
7. Must be dependable and reliable and able to open and close park gates when needed.
8. Ability to operate a motor vehicle to patrol park grounds, boundaries and facilities.
9. Must be able to maintain CPR and First Aid certifications and have the ability to administer first aid and/or CPR in emergency situations.
10. Ability to react quickly and calmly in emergency situations and choose the proper course of action.
11. Ability to observe and accurately recall details of appearance, actions, statements and other occurrences.
12. Ability to work effectively with clients, co-workers and others.
13. 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.
14. Ability to compute charges and make correct change.
15. Ability to operate a cash register for collection of daily park admission fees and the rental of park facilities.
16. Ability to learn basic computer skills required for performing essential job functions.

PHYSICAL/MENTAL CONDITIONS:

1. 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.
2. Light work with occasional lifting/carrying of objects with maximum weight of twenty pounds.
3. Must possess ability to record, convey and present information; as well as, explain procedures and follow instructions.
4. Must be able to pay close attention to details and concentrate on work.

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