

Mecosta County Park Commission
Job Description
SEASONAL ROVING PARK RANGER

General Summary: Under the general supervision of the Full-Time Operations Manager and Full-Time Assistant Operations Manager, participates in all work necessary toward operation, maintenance, and revenue collection of all parks without permanent staff in place. Enforces rules and regulations as established by the Park Commission. This individual must be willing to float between all the Mecosta County Parks if necessary. The employee should be able to recognize and report any situations requiring attention to their superior and follow direction to assist in providing remediation to any such conditions. Examples: excessive noise, customer complaints, malfunctioning equipment, damaged or missing park property.

Conduct: Conduct, both inside and outside the park boundaries, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon the Mecosta County Park Commission. Employee is expected to remain professional at all times while interacting with patrons, management and co-workers.

Drug Free Workplace Policy: Acknowledgement and compliance with the County of Mecosta Drug Free Workplace Policy is a condition of employment. Passing of a pre-employment physical is a requirement of this position.

Hours of Work: Due to the nature of the job, employees will be expected to work weekends and holidays. Employee shall report to work on time and stay on duty for their entire scheduled shift but may be sent home during slow business periods or inclement weather. A standard work week consists of between 24-40 hours per week, 3-5 days a week, with a minimum two days off per week. Employee will leave and return on time when utilizing meal and break periods. Work schedules, days off, break periods, etc., will be determined by the Operations Manager or Assistant Operations Manager. Additional work hours may be required of the employee due to unusual circumstances (emergencies, employee absenteeism, exceptional park usage, etc.)

Minimum Entrance Requirements: Applicant must be at least 18 years of age. Applicant should be a self-motivator and demonstrate good communication skills.

Typical/Essential Duties:

- Performs daily drive-thru and surveillance of park locations to ensure safety of the visiting public and the protection of natural resources.
- Checks usage and condition of public use areas regarding safety, sanitation, and maintenance including trails, vault toilets, boat launches, group camps, rustic campsites and other recreation areas.
- Mows and trims grass using string trimmers, hand and riding zero-turn mowers.
- Cleans shelters, restrooms, and other park facilities; replenishes supplies and mops as necessary.
- Removes litter and debris from facilities and public areas and empties trash containers into dumpsters.
- Delivers tables, benches, and chairs to facility areas and sets up in specific arrangements for the use of the general public or park events. Provides additional trash barrels, grills and recreation equipment where needed.
- Provides information to the visiting public about available facilities, restrictions of use, hours of operation, etc., in a helpful and courteous manner.
- Collects fees from various fee payment stations and safeguards collected funds; maintains records on occupied and paid campsites and seeks payment from those out of compliance.
- Issues warnings for unpaid campsites, or vehicles without proper permits.

- Must have knowledge of the rules and regulations to assist in the total operations of the park area.
- Enforces Park Commission and DNR Rules and Regulations with tact and diplomacy at all times.
- Reports continued non-compliance to the Operations Manager or Assistant Operations Manager.
- Delivers supplies, equipment and other materials to various parks as requested.
- Weightlifting Limit: all employees be able to lift at least 35#.

The above statements are intended to describe the general nature and the level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list. This position also includes all jobs/duties assigned by park management or their superiors.

As a potential employee for the Mecosta County Park Commission, it shall be understood that the nature of this position may require you to temporarily work in any Mecosta County Park location or assist with other duties as needed.

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I understand that I may be asked to assist in any park if it is deemed necessary by the Mecosta County Park Commission. Additionally, I understand that this is hourly at-will (and can be terminated with or without cause) position that may require more than a forty-hour workweek during the peak operating season in order to fulfill my responsibilities.

Signature: _____

Date: _____