



22250 Northland Drive, Paris, MI 49338

Admin@MecostaCountyParks.com

www.mecostacountyparks.com

Office: (231) 832-3246

FAX: (231) 832-2078

Job Description

Seasonal Day Ranger

Seasonal position approximate employment dates are late April through early October.

General Summary: Under the supervision of the Office Manager or Park Manager, participates in the work necessary to operate and maintain a County Park. Enforces rules and regulations as established by the Park Commission. This individual should be willing and capable to assist in other park positions, such as Office Ranger and/or Grounds/Maintenance Ranger, and must be willing to float between all the Mecosta County parks if necessary. The park employee should address and report any situation that might require attention (examples: speeding, noise, complaints, malfunctioning equipment, damaged or missing park property) to the Office Manager or Park Manager.

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. Employees are expected to always remain professional 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 up to forty hours per week, five days a week, with 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 Office Manager or Park 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 customer service and communication skills. Applicant should have knowledge and be capable of performing basic maintenance and landscaping duties. Applicant must have the ability to stand for extended periods (6-8 hours) and be agreeable to working in all outdoor weather conditions including heat, humidity, rain, cold, dark, and environments with insects and wildlife presence.

Weightlifting Limit: All employees must be able to lift at least 35 pounds and be able to perform frequent bending, reaching, lifting, twisting, and repetitive motion.



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Typical/Essential Duties:

- Promotes a welcoming and family-friendly environment including providing directions, information, clarifications, and assistance to park visitors.
- Operates and performs basic preventative maintenance on park equipment including riding mowers, push mowers, string trimmers, backpack blowers, tractors, and utility vehicles, in accordance with safety procedures.
- Cleans and performs basic maintenance on shelters, restrooms, and other park facilities.
- Removes litter and debris from facilities and public areas and empties trash containers using utility vehicles and equipment.
- Administers and retrieves watercraft rentals after processed within the park office.
- Provides additional picnic tables, trash barrels, grills and recreation equipment where needed.
- Must have knowledge of the Park Commission rules and regulations to assist in the safe and controlled operations of the park, including regular park patrol assignments and issuing of rule violation notices.
- Handles and records minor complaints, such as barking dogs, facilities out of order, maintenance problems, etc..
- Completes regular campsite checks and prepares sites for arrivals.
- Maintains awareness of surroundings for guest safety and reports any concerns to management.
- Assists in emergency situations including medical incidents, severe weather events, evacuations, lost persons, and writing of incident reports.
- Maintains proper uniform and appearance standards.
- Resolves guest concerns calmly and professionally.
- Performs other work-related duties as assigned by management.

Employment Perks: Seasonal employees are offered a 10% retention payment at the end of the season, if the conditions of their employment term are met. Employees receive one (1) annual vehicle permit to the Mecosta County Parks after the first week of employment and receive a 50% discount on nightly camping or cabin rates.

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 another 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 also understand that I may be temporarily transferred to another park if it is deemed necessary by the Mecosta County Park Commission. Additionally, I understand that this is an 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 to fulfill my responsibilities.

Signature: _____ Date: _____