

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

Bulletin 31

POST DATE: January 31, 2023

APPLICATION DEADLINE DATE: Until Filled

POSITION: Seasonal Park Ranger I

DEPARTMENT: Parks

RATE OF PAY: \$ 22.23 per hour

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

*Applications to be filed with Human Resources Department – County Administration Building
by mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or
email: carbonhr@carboncounty.net or
fax: 570-325-9492*

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

QUALIFICATIONS:

High school diploma or equivalent. Possession of a valid motor vehicle operator's license. Must possess current ACT 235 Certification with previous 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.

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.

WORKING CONDITIONS:

1. Potential for personal physical harm. Works in conditions of potential outbursts of disruptive behavior.
2. Required to carry County issued Oleoresin Capsicum (OC) spray, handcuffs and expandable baton.
3. May be required to carry a County issued personal defensive weapon/sidearm in accordance with County firearms policies.
4. Subject to varying shifts that includes weekends and holidays.
5. Works outdoors in seasonal weather conditions and exposed to outdoor dust/dirt, odors, gases and chemicals.
6. Works indoors in adequate workspace, lighting and temperatures, but with fluctuations in ventilation. Normal indoor exposure to dust/dirt.
7. Person(s) hired will be required to wear a uniform.

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POSITION: Seasonal Park Ranger II

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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. Must be able to maintain annual firearms qualifications.
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.
19. Must be able to provide for and maintain current ACT 235 Certification.
20. Ability to work effectively with clients, co-workers and others.
21. 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.
22. Must be thoroughly familiar with computer operating systems and software to perform essential job functions.
23. Ability to compute charges and make correct change.
24. Must be dependable and reliable and able to open and close park gates when needed.
25. Knowledgeable of, and accomplished in, performance of all the duties of a Seasonal Park Ranger II.

PHYSICAL/MENTAL REQUIREMENTS:

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.

AN EQUAL OPPORTUNITY EMPLOYER