

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

Bulletin 30

POST DATE: January 31, 2023

APPLICATION DEADLINE DATE: Until Filled

POSITION: Seasonal Park Ranger II

DEPARTMENT: Parks

RATE OF PAY: \$ 14.33 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 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. Current certifications in First Aid; Adult, Child, and Infant CPR.

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, 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 and team members 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 others.

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WORKING CONDITIONS:

1. Potential for personal physical harm. Works in conditions of potential outbursts of disruptive behavior.
2. Works outdoors in seasonal weather conditions and is exposed to outdoor dust/dirt, odors, gases and chemicals.
3. Works indoors in adequate workspace, lighting and temperatures, but with fluctuations in ventilation. Normal indoor exposure to dust/dirt.
4. Works on weekends and holidays as scheduled.
5. Required to wear a uniform.

PHYSICAL/MENTAL REQUIREMENTS:

1. Must be able to remain alert at all times while assigned to a post.
2. Must be able to sit/stand/walk intermittently for long periods of time throughout the working day with occasional periods of bending, stooping, twisting, reaching, driving as needed to perform essential job functions.
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.

AN EQUAL OPPORTUNITY EMPLOYER