



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: Ranger (Part-Time)

Opening Date: March 13, 2017

Closing Date: May 20, 2017

Salary: \$9.00/hr (seasonal, May-September)

Department: Parks

Primary Location: St. Patrick's County Park. May also sub in at Ferrettie/Baugo Creek County Park and Bendix Woods County Park

Description:

This position is seasonal, part-time, non-exempt and is covered under the Saint Joseph County Employee Policy Manual.

Park Ranger is responsible for front line customer service for park visitors and for providing park security, enforcing park rules, and assisting the public.

Position includes assisting periodically with the preparation and transportation of the participating public and rental equipment between Keller Park, St. Patrick's County Park, and the Niles, MI public landing (during canoe rental season, May-through October).

Approximately 10-20 hours weekly. Variable.

Hours: Shifts vary between 9:30 am to 10:30 pm based on seasonal park hours of operation (for example, longer shifts on summer weekends)

Shift Times: varies, 7 days a week and includes holidays

Essential Functions:

Provides customer service and park security services: checks in with rental groups, opens/closes the park facilities, enforcement of park regulations, conflict resolution, crowd/traffic control on weekends, weeknights and holidays.

Assists park visitors and provides protection and safety of parks and patrons, including visibly patrolling park properties by foot, on skis or in vehicle.

Opens and closes gatehouse operations and performs related administrative tasks, including maintaining statistics/records, writing reports, and completing attendance logs. Completes incident and injury reports as necessary.

Assists with programs and special events as needed.

Assist patrons with launching canoe from St. Patrick's and Keller Park launch site. Assist patrons at St. Patrick's and Niles dam canoe recovery area when they return (during canoe rental season, May – October).

Return rental equipment to appropriate storage area.

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Report any hazardous conditions to supervisor when noticed.

Communicate with all park staff or supervisor regarding program, problems and supply needs.

Supervises work of gate staff, including making work assignments and providing training/corrective instruction as needed.

Assists Parks Department staff as needed, communicating concerns to appropriate staff members and supporting interpretive and leisure programs and special events as requested.

Maintains clean and orderly work areas including all work vehicles, and maintains inventory of equipment/supplies/forms.

Facilitates mail runs, deliveries, and pick-ups/drop-offs from various businesses as directed.

Performs duties of other Parks Department staff in their absence or as needed.

Occasionally responds to emergency situations from an off-duty status.

Performs majority of duties outdoors and is frequently exposed to normal hazards associated with park recreation operations, including heavy equipment/machinery, extreme temperatures, and wet/icy conditions.

Other duties as assigned.

Qualifications:

- Must be at least 21 years old and possess a high school diploma or GED.
- Must possess or obtain a Public Passenger Chauffeur's License.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective public relations at all social and economic levels.
- Must have adequate transportation to commute to and from work site.
- Ability to speak, read and understand Spanish is recommended.
- First aid and CPR training and certification are recommended.
- Be advised that St. Joseph County approved an ordinance banning smoking; St. Joseph County Parks are included in that ban.
- Be advised that St. Joseph County Parks' staff is subject to random drug testing.
- While performing these jobs, the employee is required to speak; hear; stand; walk; use hands to finger; handle and feel; reach with hands and arms; sit; climb; balance; stoop; kneel; crouch; crawl; taste and smell.
- Ability to physically perform essential duties of the position, including driving, bending, reaching, crouching/kneeling, standing/walking for long periods, walking on uneven terrain, pushing/pulling objects, moderate to heavy lifting, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.
- Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; ability to adjust focus.
- While performing the duties of this job the employee will be exposed to wet conditions; cold and/or hot conditions; and outside weather.
- The employee must be physically able to lift object weighing 50 lbs. or more and perform duties requiring physical exertion.
- Ability to safely operate a variety of vehicles/tools in the performance of duties, such as snowmobile, hay wagon tractor, 15-passenger van, canoe trailer and John Deere gator, Ranger vehicle, air nozzle, air compressor, mops, brooms and other equipment/tools as needed.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

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- Ability to work evenings, weekends and holidays and occasionally work extended hours as needed.
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