



Muskingum Watershed Conservancy District Position Description and Requirements

Position Title:	Park/Lake Ranger	Date:	December 19, 2016
Department:	Recreation	Classification:	Variable (V)
Reports to:	Park Mgr and/or Asst. Park Mgr	FLSA Status:	Non-exempt
Directly Supervises:	None		

Summary of Responsibilities

Ensures the safety of park and lake guests and the security of park and lake property through routine patrol and enforcement activities. A Park/Lake Ranger will spend considerable time performing public relations activities and public education, ensuring excellent customer service is provided to all MWCD guests.

Responds to concerns, complaints, and disturbances on water and land. Enforces the provisions of the Ohio Revised Code, safe boating laws, MWCD rules and regulations, as well as Campground Rules and Guidelines.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions *include the following. Other duties may be assigned.*

Patrols MWCD property, investigates incidents and complaints, issues warnings, citations, and makes arrests. Performs boating safety inspections, executes bench warrants and works with various law enforcement agencies in investigative and preventative measures. Enforces state laws as well as the Conservancy District rules and regulations. Renders assistance to the public by providing information pertinent to MWCD facilities, safety requirements, boater education, and points of interest in the area.

Administers first aid and rescue as required.

Maintains required ranger logs, vehicle/equipment checks, and supplies inventory. Reports mechanical and or safety issues to appropriate supervisor.

Appropriately utilizes warnings, citations, and arrests to enforce state laws as well as MWCD rules. Compiles law enforcement related statistics, keeps records, and prepares reports of law enforcement related activities.

While working as Park Ranger, assists park guests with finding a campsite, monitors campsites and reservations, completes daily camp lot occupied checks, and ensures Campground Rules and Guidelines are being followed.

Notifies appropriate manager of any safety concerns realized while performing job duties.

Notifies appropriate manager of any law enforcement / customer issues that require further attention.

Skills and Abilities

Education: High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

- Experience: Experience in park operations, record keeping, office machines, computers and radio communication systems are preferred. Strong skills in working with people and the public in general are required.
- Computer Skills: Basic computer skills required
- Certifications & Licenses: Ohio Peace Officer Training Academy (OPOTA - Basic Police Academy Training Course) certification is required. The employee will be required to successfully pass a firearms qualification course as outlined by the Ohio Peace Officer Training Commission. The employee will be required to obtain or renew a CPR/first aid certification. Driver's license valid in the state of Ohio.
- Abilities: Ability to maintain confidential information. Good communication skills and the ability to work well with the public are required.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Other Requirements, Expectations, or Unusual Conditions

This position requires weekend, evening and holiday work. Overtime work is required as necessary. Working extra hours during spring and summer months is required, with some workdays exceeding 10 hours. Involvement in local community organizations and/or activities is expected. For Lake Rangers, an Ohio's Boater Education Card is required and must be able to swim, tread water, and be comfortable working on and around the water.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed _____

Date _____