

## **Assistant Park Ranger**

### **JOB DESCRIPTION**

#### **Summary/Objective**

Reporting to the Park Ranger and the Director of Public Works, the Assistant Park Ranger is responsible for all operations and maintenance activities at Hugh Moore Park including grounds maintenance, buildings maintenance, canal operation and maintenance, coordination of canal boat operations and maintenance, and supervision of full-time and part-time employees and volunteers performing work at the park. The Assistant Park Ranger will also be responsible coordinate special events and programming activities at the park and will assume the role and duties of the Park Ranger when required.

#### **Position Responsibilities**

- Management of the natural habitat using known habitat and restorations techniques.
- Creating public education and informational brochures.
- Tracks and continuously inspects all contracted and in-house maintenance work.
- Reviews and inspects records and technical data; prepares and/or reviews operations reports and graphic charts.
- Investigates and diagnoses park equipment for performance and recommends preventative measures.
- Educating the park visitors and local community about the park, local wildlife and environmental issues.
- Assists in administering park fiscal matters and participates in the preparation of reports and budget, reviews operational records and data, and develops recommendations. Will assume the role of Park Ranger as needed
- Enforce park rules, develops and implements plan for park security and executes safety programs for employees, and ensures a safe working environment.
- Operates, maintains, and updates the computerized maintenance management program and ensures all scheduling of preventive and corrective maintenance.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl

## **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Qualifications Required for Appointment**

At least five (5) years of progressively experience in the operation and maintenance of park operations and its associated attractions. Demonstrated experience in grounds and building management and proficiency in the trades, carpentry, masonry, plumbing, site preparation and equipment operation. Experience with safety practices with chain saw use and tree cutting/removal strongly preferred. Bachelors Degree in Natural Resources, Park Management or vocational training from an approved college, university, or trade school preferred. High school diploma or GED equivalent required. Valid Pennsylvania Drivers License required. Coast Guard Merchant Mariner certification for operation of the canal boat is required or ability to obtain same in 90 days after close of first boat season.

## **Necessary Knowledge, Skills and Abilities**

1. Good PC skills (Excel and Word) and the ability to quickly learn other computer programs.
2. Customer/Client Focus.
3. Decision Making.
4. Technical Capacity.
5. Stress Management/Composure.
6. Thoroughness & Accuracy.
7. Communication Proficiency

## **Additional Responsibilities**

The Assistant Park Ranger must be well versed regarding the City's park history. It will be required to do presentations, to provide environmental and natural resource education and to act as a tour guide.

***The City of Easton offers a competitive salary and excellent benefits. We are an Equal Opportunity Employer. Please note that candidates must be eligible to work in the United States and that only qualified candidates will be contacted.***