

*****CHILTON COUNTY COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER*****

THE CHILTON COUNTY COMMISSION IS ACCEPTING RESUMES for a Park Ranger with the Chilton County Commission, Parks & Recreation Department. This is a Full Time position. Resumes will be accepted until August 9, 2019. Must have valid Driver's License. Resumes can be faxed to (205)280-7204 or emailed to our Human Resource Manager Terry Hinton at thinton@chiltoncounty.org. If you have any additional questions, please call (205)755-1551.

County Park Ranger

Higgins Ferry Park

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Job Summary

The main responsibility of a park ranger is protecting and supervising designated outdoor areas. Park rangers patrol the grounds and make sure that campers, hikers and other visitors are following the rules--including fire safety regulations--and do not disrupt the natural environment or fellow guests. They might be responsible for giving guided tours or presentations of the park. They also work in the visitor center, providing guests with maps and areas of interest and areas that are off-limits. They might be called on to conduct search-and-rescue missions, initiate conservation efforts, help fight fires and enforce the law. Performs other duties as required.

Job Duties

- A. Facilities Management
 1. Schedules and reserves use of park pavilion.
 2. Collects pavilion use and overnight camping fees.
 3. Coordinates park usage for special county events.
 4. Orders supplies and products for park facilities.
 5. Implements and organizes special events to be held at the park.
 6. Reports to County Commission, at least quarterly, as to the progress and plans for the park.
- B. Facilities Maintenance
 1. Removes trash from park area.
 2. Mows grass, operates week eater, trims shrubs and trees as required.
 3. Maintains picnic area equipment and pavilion; performs basic painting, carpentry and plumbing repairs.
 4. Maintains and cleans restrooms and shower facilities. Orders and stacks required supplies.
 5. Operates light and medium equipment in maintaining park grounds and facilities.
 6. May supervise other county employees assigned to perform maintenance activities.
- C. Security
 1. Opens and closes park facilities.
 2. Patrol park and camping facilities.

Knowledge, Skills and Abilities

1. Excellent verbal and writing skills. Must be able to effectively and efficiently communicate with other county employees and elected officials, as well as the general public.
2. Basic knowledge of computers and other office related equipment.
3. Oversees the budget and operations of the park.
4. Financial management responsibilities include planning for capital expenditures and researching financing options such as grants, bonds, etc.

5. Works closely with the Commission office to ensure that revenue is properly accounted for and safe.
6. Monitors for policy compliance, paying particularly close attention to safety policies.
7. Ability to safely and effectively manage conflict.
8. Must possess a High school diploma or equivalent, with experience in parks and recreation department preferred. Management experience is necessary.
9. Ability to accurately maintain park records.
10. Knowledgeable in first aid procedures.
11. Ability to work independently with little supervision.
12. Ability to operate basic tools required in structure and ground maintenance.
13. Ability to operate various medium weight pieces of equipment.
14. Ability to assist with coordinating and planning facilities usage.

Physical Characteristics

1. Comfortable with public speaking and speaking to small groups.
2. Ability to lift fifty pounds.
3. Physical dexterity sufficient to operate levers, gears, etc.
4. Ability to climb on top of and crawl under various types of equipment.

Other Characteristics

1. Willing to work non-standard hours.
2. Willing to comply with the following dress standards: clean, neat attire with appropriate foot, head and hand gear.
3. Willing to live on park premises.
4. Capable of being deputized by Sheriff.

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.