State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. PRKRNGRAB13R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** DNR-NATURAL RESOURCES
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Resource Management
4. Civil Service Position Code Description PARK AND RECREATION RANGER-A	**10. Division** Parks and Recreation
5. Working Title (What the agency calls the position) Park and Recreation Ranger A	**11. Section** Field Operations
6. Name and Position Code Description of Direct Supervisor HUOTARI, KENNETH; PARK AND RECREATION SUPV-2	**12. Unit** Dodge #4 State Park
7. Name and Position Code Description of Second Level Supervisor TERRELL, MICHAEL A; PARK AND RECREATION MANAGER-3	**13. Work Location (City and Address)/Hours of Work** 4250 Parkway Rd Waterford MI 48328 / Varied Schedule

14. General Summary of Function/Purpose of Position

This position oversees and participates in the day-to-day work activities of the unit about the operations of Parks and Recreation Division administered facilities. The employee shall assist the Unit Supervisor/Manager in various administrative tasks as delegated with minimal supervision. The employee shall oversee and perform various types of operational and maintenance duties consistent with the operation of Parks and Recreation Division administered facilities. This position will train, provide direction to subordinate staff, maintain grounds, infrastructure, and equipment, and perform other duties as assigned. The employee serves as the worksite safety officer and shall regard their personal safety, as well as the safety of co-workers and the public, as their personal responsibility.

This position requires the employee obtain and maintain a DNR Law Enforcement Commission

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **20**

LEAD /COORDINATE WORK
Leads the work of subordinate staff at the worksite.

Individual tasks related to the duty:

• Assist with the recruitment and hiring of subordinate staff.
• Collaborates with unit supervisor to plan, prioritize, assign, and review daily tasks for subordinate employees, groups and volunteers.
• Assists with and provides orientation, on the job training, mentoring, and assistance to subordinate employees.
• Resolve minor issues with staff, report to supervisor any need to engage in progressive discipline.
• Facilitate communication between supervisor and subordinate employees.
• Communicate on a timely basis with supervisor.
• Identify and elevate issues to supervisor as needed.
• May be assigned supervisory responsibilities in the absence of the unit supervisor.
• Other duties as assigned.

Duty 2

General Summary: **Percentage:** **30**

MAINTENANCE AND OPERATIONS
Participate in the maintenance and operations of the worksite.

Individual tasks related to the duty:

• Collaborates with unit supervisor to plan, organize, and direct preventative maintenance tasks and repairs including minor construction projects.
• Oversee subordinate staff and participates in preventative maintenance and repairs including minor construction projects.
• Lead subordinate staff while performing basic plumbing, carpentry, electrical, construction, masonry and metal working and be able to use any tools and equipment necessary safely and efficiently for the accomplishment of these tasks.
• Ensures public buildings, grounds and work areas are clean and maintained by participating in and reviewing the work of subordinate staff.
• Participate in the clearing, brushing, marking, signing, mowing, and grooming of the hiking, skiing, multi-use, and interpretive trails.
• Oversee and perform periodic inspections and routine cleaning and maintenance of the facilities, infrastructure, and trails.
• Collaborates with unit supervisor to plan, prioritize, and assign daily operational and maintenance tasks to subordinate employees.
• Train staff in the proper use of tools, equipment and techniques needed to complete assigned work.
• When qualified, operate, transport and maintain various pieces of equipment or vehicles with a gross vehicle weight rating or gross combination weight rating up to and including, over 10,000 lbs. and under 26,001 pounds. Equipment includes but is not limited to trucks, farm tractors, equipment trailers, motorized carts, riding and push lawn mowers, string trimmers, leaf blowers, chainsaws, and an array of electric power tools.
• Grade facility parking lots/roads and other various tasks.
• Repair/construct vault toilet buildings, skid piers and other objects.
• Inspect vehicles and equipment on a regular basis to ensure that they are in safe operating condition and review logbooks to ensure they are being kept up to date.
• Monitor, operate and maintain various water and wastewater infrastructure systems.
• Research, understand and comply with DNR rules, regulations, and guidelines as they apply to the maintenance and modification of State buildings, including historic or culturally significant.
• Assists in the protection of endangered species, natural communities, dedicated and proposed natural areas as well as cultural and historical features and structures within the unit.
• Direct and control traffic, as needed, at facilities operated and maintained by the unit
• Attend training and continuing education
• Other duties as assigned.

Duty 3

General Summary: **Percentage:** **30**

CUSTOMER SERVICE/PUBLIC CONTACT
Leads the work of subordinate staff and participates in customer service and public contact at the worksite.

Individual tasks related to the duty:

• Assist and offer resolutions to customers concerns, problems and complaints in accordance with department and division policies and procedures.
• Answer phones, handle inquiries, disseminate information and answer questions as needed by the public.
• Facilitate the operations of public contact points.
• Conduct routine monitoring of grounds and facilities by foot and/or vehicle.
• Coordinate and assist with programs and special events.
• Attend and participate in public meetings.
• Keep the Unit Supervisor apprised of customer service concerns or complaints.
• Assist visitors with registration and the sale of Recreation Passports, registering campers, and collect fees.
• Responds to accidents and medical emergencies and ensures appropriate paperwork is completed and filed.
• Maintain good working relationship with local municipalities, state agencies, recreational clubs/associations, and friends' groups.
• Attend training and continuing education
• Other duties as assigned.

Duty 4

General Summary: **Percentage: 10**

ADMINISTRATIVE/FINANCIAL MANAGEMENT
Leads the work of subordinate staff and participates in administrative and financial management at the worksite.

Individual tasks related to the duty:

• May assist unit supervisor with developing staff schedule.
• May assist with compiling and processing use permit applications.
• Assist with the recruitment and hiring process.
• Obtain cost estimates, bids, and orders from vendors with supervisor approval.
• Create and maintain records including but not limited to staff training, maintenance, safety inspections, and other records.
• Maintain vehicle and equipment usage and maintenance records.
• Prepare records and make bank deposits as required by Departmental and Division policies and procedures.
• Train staff in proper cash, check and credit card handling techniques.
• Train staff in the proper use of State and CRS computers and their programs.
• Train staff on DNR rules and regulations.
• Report and document overages and shortages.
• Use Central Reservation System (CRS) to record and track camping registrations.
• Troubleshoot CRS-related issues by making changes to reservations or issuing refunds.
• Assign Recreation Passports to staff, perform employee checkouts, and reconcile weekly assignments using CAMIS.
• Prepare, and assist in the preparation and documentation, of incidents within the park including filing concise and timely Incident Reports.
• Assist with communication in the form of phone calls, faxes, emails, letters, and verbal communication.
• Ensure the security of monies, inventory, and recreation passports.
• Maintain records of inspections including, but not limited to playground, fire extinguisher, equipment, sewage lift pump, sewage lagoon, hazardous trees, playgrounds, and buildings.
• Complete various work activity reports and correspondence as directed by supervisor
• Follow proper purchasing guidelines and seek supervisor approval for large expenditures.
• Resolve minor issues with staff, report to supervisor any need for further review.
• Assist in the responding to surveys requested by various agencies both public and private.
• Attend stewardship training as required on topics specific to facility/location.
• Attend training and continuing education
• Other duties as assigned.

Duty 5

General Summary: **Percentage: 10**

SAFETY/ SECURITY/ ENFORCEMENT
Leads the work of subordinate staff and participates in safety and security of the worksite. Leads the work of subordinate staff and participates rule enforcement of the public at the worksite.

Individual tasks related to the duty:

•When qualified, enforce state administrative rules, Land Use Orders, and other laws on park property. This may require such tasks as making physical arrests, writing appearance citations, visitor evictions, and assisting other law enforcement actions.
• When qualified, maintain a State of Michigan law enforcement commission as a DNR/PRD policy directs.
• When qualified, maintain issued law enforcement equipment such as radios, batteries, handcuffs, flashlights, batons, and pepper spray.
• When qualified, maintain good working relationships with local court and law enforcement community.

• Maintenance and oversight of records pertaining to public and employee safety programs and training.
• Report to Unit Supervisor employee accidents, unsafe or unusual conditions in the park or other conditions in the park that involve injuries, property damage or theft, potential litigation, facility breakdown or closure, power outages and missing persons.
• Address safety issues that might directly or indirectly affect public safety including emergency situations and weather-related issues.
• Coordinate the development and implementation of park safety program, including but not limited to employee training.
• Ensure compliance with MIOSHA standards and Departmental and Division policies and procedures pertaining to employee and public safety.
• Train or assist in the training of staff in safety precautions including use of personal protective equipment and safety talks and presentations.
• Safely operate State owned or leased vehicles and equipment.
• Keep the Unit Supervisor apprised of areas of concern in the unit as related to public and employee safety.
• Maintain ongoing hazard tree removal program for the park.
• May take on the responsibility of the unit's safety officer.
• Ensure monthly and annual safety related inspections are completed.
• Attend training and continuing education
• Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

• Assignment, approval, and review of work undertaken by staff within their area of responsibility.
• Provide guidance on work methods and training of staff on completion of tasks in a safe, efficient, and timely manner.
• Assign and/or transfer Recreation Passports to individual employees based on work schedules and sales trends.
• Correction or removal of all safety hazards discovered by you or brought to your attention by others.
• Requesting assistance from outside agencies during times of emergency.
• In the absence of a supervisor, determines scheduling or scheduling adjustments.
• These decisions affect members of the public and staff.

17. Describe the types of decisions that require the supervisor's review.

• Alteration of equipment, facilities, or infrastructure.
• Major equipment repairs or expenditures.
• Scheduling conflicts and concerns including leave, overtime, and attendance approvals.
• Interpretation of Parks and Recreations Division and Departmental policies.
• Employee disciplinary and counseling matters.
• Matters involving serious injuries, accidents, and incidents
• Alteration of construction or work plans.
• Issue refunds or change reservations.
• Issuance of use permits.
• Special event coordination.
• Obtain cost estimates and bids and orders from vendors.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical efforts: On a daily basis: Walking, standing, bending, lifting, kneeling, climbing, pulling, repetitive use of hand/power tools, use of cleaning chemicals, operation of motor vehicles.
On a regular basis: Use of paints and solvents, operation of tractors/mowers, operation of other vehicles, operating chain saws, felling trees, stressful situations with the public including emergency response and law enforcement efforts.

Environmental conditions: Heat, cold, sun, snow, rain, ice, wind, biting insects, poison ivy and other allergens, welding fumes, treated lumber, drywall dust, paint fumes, traffic, working above ground.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

NAME	CLASS TITLE	NAME	CLASS TITLE
	PARK AND RECREATION RANGER-E E8		PARK AND RECREATION RANGER-E E8
	PARK AND RECREATION RANGER-E E8		STATE WORKER

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

To work independently to complete projects in a safe, timely and cost-effective manner.
Maintain buildings, grounds, infrastructure, and equipment in a safe condition while adhering to department and division policies and procedures and MIOSHA standards.
To safely operate and maintain vehicles and equipment. To effectively communicate both verbally and in writing.
Assist the Park Supervisor in the training of staff.
To be aware of and assist in the training of staff in proper financial processes and practices and assure that proper financial processes and practices are followed.
To develop a skill set through experience and training in construction, maintenance, and mechanics.
When qualified, enforcement of DNR, Park and Recreation Division Rules and Regulations, Land Use Orders of the Director, and other state laws that apply on Parks and Recreation Division administered lands.

This position oversees and participates in the day to day work activities of the unit. This position assists the Unit Supervisor in various administrative tasks as delegated with minimal supervision. This position oversees and performs various types of operational and maintenance duties consistent with the operation of Parks and Recreation Division administered facilities. This position will train, provide direction to subordinate staff, maintain grounds, infrastructure, and equipment, and perform other duties as assigned. The employee serves as the worksite safety officer.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updated commissioned ranger language to include "obtain and maintain", "when qualified" and "must require a med card" in Section 14, Duty 1, Duty 4, and Section 26. Changed percentages of time. Overall, duties remain the same.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to provide quality recreational and educational opportunities to the public while preserving the natural, historical, and cultural resources. This position works closely with the supervisor to direct, coordinate, oversee, provide guidance and leadership to staff, both in day-to-day operations and work projects.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Park And Recreation Ranger 9
Three years of park and recreation experience, including one year equivalent to a Park and Recreation Ranger E8.

Alternate Education and Experience

Park And Recreation Ranger 7 - 9
Completion of at least 8 semester (12 term) college credits in natural resources, park management or outdoor recreation may be substituted for one year of experience as a Park and Recreation Ranger-E.

Completion of at least 15 semester (22 term) college credits in natural resources, park management or outdoor recreation may be substituted for two years of experience as a Park and Recreation Ranger-E.

KNOWLEDGE, SKILLS, AND ABILITIES:

• Knowledge of lead worker techniques and ability to lead by example.
• Ability to recertify annually in Survival Tactics and to maintain a State Park Law Enforcement Commission.
• Ability to effectively communicate with people both verbally and in writing including ability to resolve disputes and maintains composure in stressful and emergency situations.
• Ability to persuade voluntary visitor compliance with rules in a friendly and diplomatic fashion.
• Ability to accurately collect and deposit large sums of revenue on a daily basis.
• Ability to walk and work in/on rough terrain and outdoors during all types of weather.
• Developed skill set through experience and training in the areas of construction, maintenance, mechanics.
• Knowledge of computer applications and operations.
• Knowledge of power and hand tools, skilled trades (carpentry, plumbing, electrical)
• Ability to maintain records and prepare reports.
• Ability to assist in the management of state park, recreation, or water access area.
• In the absence of the supervisor, may perform supervisory responsibilities.
• Plan, direct, assign, train, oversee and perform daily operations and maintenance of Parks and Recreation administered facilities, infrastructure and equipment in a safe condition while adhering to department and division policies and procedures and MIOSHA standards.
• To work independently and as a member of a team made up of individuals with varying talents, interests, abilities and personalities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Position requires possession of a valid Michigan Driver's License.
Must obtain a medical examiner's certificate (medical card) in accordance with the Federal Motor Carrier Safety Regulations within 60 days of hire.
Possession of current CPR, First Aid and AED certifications (Renewed every 1-3 years as required)

Position requires a commission by the Department of Natural Resources to enforce state park rules and state laws as specified in Public Act 451 of 1994. Required for continuance of the commission: successful completion of annual DNR Survival Tactics (ST) training, periodic law updates, random drug testing.

The following certificates or licenses may be desired for this position:
• Soil and Erosion Control Certificate (SECC)
• Underground Storage Tank (UST) certificate
• Wastewater certificate
• Lagoon operator's license
• Pesticide applicators license
• Aquatic Facility Operator
• Playground Safety Inspector

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

CARLY MEEKER — **Appointing Authority**

10/29/2026 — **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date