State of Michigan
Civil Service Commission

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

Position Code
1. PRKRNGRE

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-E	**10. Division** Parks and Recreation Division
5. Working Title (What the agency calls the position) Park and Recreation Ranger	**11. Section** Field Operations
6. Name and Position Code Description of Direct Supervisor MALTBY, CHARLES W; PARK AND RECREATION SUPV-4	**12. Unit** Straits State Park
7. Name and Position Code Description of Second Level Supervisor COWING, ERIC L; PARK AND RECREATION MANAGER-3	**13. Work Location (City and Address)/Hours of Work** 720 Church Street, St. Ignace, MI 49781 / 40Hrs/Week. Days and Shifts Vary

14. General Summary of Function/Purpose of Position

This position participates in the day to day work activities of the unit with regard to the operations of Parks and Recreation Division administered facilities. The employee shall assist the Unit Supervisor/Lead Ranger in various administrative tasks as delegated with minimal supervision. The employee shall perform various types of operational and maintenance duties consistent with the operation of Parks and Recreation Division administered facilities. This position will train and provide guidance to staff, maintain grounds, infrastructure and equipment, and perform other duties as assigned. The employee 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:** **35**

MAINTENANCE AND OPERATIONS

Individual tasks related to the duty:

• Assist in the planning, organizing and directing routine and preventative maintenance tasks and repairs including minor construction projects.
• Perform basic plumbing, carpentry, electrical, construction, masonry and metal working and be able to safely and efficiently use any tools and equipment necessary for the accomplishment of these tasks.
• Clean public buildings, grounds and work areas.
• Participate in the clearing, brushing, marking, signing, mowing and grooming of the hiking, skiing, multi-use and interpretive trails.
• Perform periodic inspections and routine cleaning and maintenance of the facilities, infrastructure and trails.
• Plan, prioritize and provide guidance on daily operational and maintenance tasks to staff in collaborations with the Unit Supervisor/Lead Ranger.
• Train or assist in the training of staff in the proper use of tools and equipment 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 (GCWR), up to and including, over 10,000lbs and under 26,001lbs. 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.
• 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 log books 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
• Other maintenance duties as assigned.

Duty 2

General Summary: **Percentage:** **35**

CUSTOMER SERVICE/PUBLIC CONTACT

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 vehicle and foot patrol of grounds and facilities.
• Assist with public programs and special events.
• Attend and participate in public meetings.
• Keep the Unit Supervisor/Lead Ranger 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

Duty 3

General Summary: **Percentage:** **15**

ADMINISTRATIVE/FINANCIAL MANAGEMENT

Individual tasks related to the duty:

• Create and maintain records for staff training.
• Maintain vehicle and equipment usage and maintenance records.
• Prepare records and make bank deposits as required by Departmental and Division policies and procedures.
• Train or assist in the training of staff in proper cash, check and credit card handling techniques.
• Train or assist in the training of staff in the proper use of State and CRS computers and their programs.
• Train or assist in the training of staff on DNR rules and regulations.
• Report and document overages and shortages.
• Use Central Reservation System (CRS) to record and track camping registrations.
• 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.
• 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.

Duty 4

General Summary: **Percentage:** **15**

SAFETY/ SECURITY/ ENFORCEMENT

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.
• Obtain and maintain a State of Michigan law enforcement commission as a DNR/PRD policy directs.
• Obtain and maintain issued law enforcement equipment such as radios, batteries, handcuffs, flashlights, batons, and pepper spray.
• 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/Lead Ranger 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.
• Participate in the development and implementation of park safety program, including but not limited to employee training.
• Comply 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/Lead Ranger 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.
• Maintains records of monthly and annual safety related inspections.

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

• 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.

These decisions affect the health and safety of the park visitors.

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, over time 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.
• Special event coordination.

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.

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.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.

N	Orally reprimand.	N	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?

Perform daily operations and maintenance of Parks and Recreation administered facilities.
To work as a member of a team made up of individuals with varying talents, interests, abilities and personalities. Heighten safety consciousness of the park staff using previous experience and training.
To work independently to complete projects in a safe, timely and cost-effective manner. To see work projects through from planning to completion.
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/Lead Ranger in the training of Staff.
Keeping the Unit Supervisor/Lead Ranger apprised of day to day operational issues and needs.
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 assist in assuring that quality customer service is provided to customers.
To develop a skill set through experience and training in the area of 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.

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

Establishing new position with the updated med card requirement for this park.

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 provides guidance and leadership to the seasonal 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 6
No specific type or amount is required.

Park And Recreation Ranger 7
One year of experience in a park or recreation setting, or in the construction trades.

Park And Recreation Ranger E8
Two years of park and recreation experience, including one year equivalent to a Park and Recreation Ranger 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

• 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.
• 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.
• Ability to communicate effectively to resolve disputes and maintains composure in stressful and emergency situations.
• Knowledge of computer applications and operations.
• Knowledge of power and hand tools, skilled trades (carpentry, plumbing, electrical)
• Ability to maintain records and prepare reports.
• Knowledge of building, equipment and grounds maintenance.
• Ability to maintain a medical examiner's certificate.

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.

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 Survival Tactics (ST) recertification as required by the division, periodic law updates, and random drug testing.

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 NELSEN 9/15/2026

Appointing Authority **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**