

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 DZELAK, JAMES; PARK AND RECREATION SUPV-2	12. Unit Muskallonge Lake State Park (MLSP)
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 29705 County Road 407, Newberry, MI / Hours – varies weekends, weekdays, holidays
14. General Summary of Function/Purpose of Position	
<p>This position serves as a Lead Worker at Muskallonge Lake State Park, and the State Forest Campgrounds, Boating Access Sites, and Trails managed by MLSP. Its function is to assist the supervisor in day to day operations providing year round leadership and guidance for lower level employees while participating in the work.</p> <p>The individual selected for this position will be assigned duties to include, but not limited to, public relations, campground administration, revenue handling and related maintenance tasks in the park, state forest campgrounds, and boating access sites. The employee shall regard their personal safety, as well as the safety of co-workers and park users, as their personal responsibility.</p>	

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

LEAD WORK/SUPERVISE/COORDINATE

Leads the work of subordinate staff at the worksite.

Individual tasks related to the duty:

- Participate in and oversees the work of subordinate personnel.
- Perform janitorial tasks, carpentry, building repair, grounds maintenance, vehicle & equipment repair, electrical and plumbing repairs, construct and repair trail structures such as boardwalk, bridges, culverts and water bars and be able to safely and efficiently use any tools and equipment necessary for the accomplishment of these tasks.
- Maintain and update skills and knowledge of power tool use, cleaning materials and procedures and building materials.
- Plan, organize and direct routine, preventative and repair maintenance tasks and minor construction projects.
- 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 10,000lbs 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.
- Operate various pieces of equipment as required. This includes but is not limited to chippers, and stump grinders.
- Write reports and fill out forms as delegated by the park supervisor.
- Plan, prioritize and assign daily operational and maintenance tasks to subordinate employees.
- Assist park visitors with camper registration, and the sale of recreational passports.
- Plan and implement maintenance of park facilities and infrastructure to meet PRD standards.
- Oversee and participate in the clearing, brushing, inspection, marking and signing of trails.
- Oversee and perform periodic inspections and routine cleaning and maintenance of the park trails, facilities and infrastructure. Maintain records of inspections.
- Develop, implement and prioritize programs to address emerging stewardship issues including, invasive species, site expansion, water quality issues, damage to vegetation and inappropriate firewood gathering to meet the unit's core objectives of visitor safety and resource protection.
- Research, understand and comply with DNR rules, regulations and guidelines as they apply to the maintenance and modification of State buildings, including buildings with historic designations.
- Oversee routine maintenance and operation of State Forest Campgrounds, Trails, Harbors, and Boating Access Sites.

Duty 2

General Summary:

Percentage: 20

SAFETY

Individual tasks related to the duty:

Individual tasks related to the duty:

- Maintenance and oversight of records pertaining to public and employee safety programs and training.
 - Report to supervisor 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.
 - Report all injuries and accidents to supervisor.
- Participate in the development and implementation of park safety program, including but not limited to employee training.
- Ensure compliance with the PRD policies and MIOSHA requirements.
 - Safely operate state-owned vehicles and equipment
 - Inspect vehicles and equipment, and ensure that they are in safe operating condition and logs are kept up-to-date.
 - Direct the safe operation and maintenance of power and hand tools, and diesel and gasoline powered equipment.
 - Keep Unit Supervisor apprised of areas of concern in the park.
- Identify targets, and maintain ongoing hazard tree removal program for the park.

Duty 3

General Summary:

Percentage: 15

RULE ENFORCEMENT/PUBLIC RELATIONS

Individual tasks related to the duty:

Individual tasks related to the duty:

- Conduct safety and security actions within the park necessary to provide a reasonably safe work environment and park for public use.
- Conduct vehicle and foot patrol of grounds and facilities.
- Resolve public questions and complaints to the satisfaction of the public and the department.
- Address visitor complaints in the absence of the Park Supervisor.
- Provide information on Parks and Recreation programs, park resources, Camis Reservation System, park and area attractions, park rules and regulations, DNR policies and procedure, hunting, fishing and trapping information, skiing information, snowmobiling information and various other park/DNR/area topics.
- Respond to accidents and medical emergencies.

Duty 4

General Summary:

Percentage: 10

TRAINING

Individual tasks related to the duty:

Individual tasks related to the duty:

- Assist and train subordinates with maintenance of buildings, grounds, vehicles and equipment of the unit.
- Plan and implement stewardship initiatives such as invasive species control, soil erosion control, and visitor educational efforts using park staff and volunteers.
- Research, understand and comply with DNR rules and regulations as they apply to job responsibilities.
- Develop and participate in training on the safe usage of state-owned vehicles and equipment.
- Train subordinates in visitor services, public contact, accounting applications, camis reservation system, park rules and law enforcement, and visitor and employee safety, and policy and procedure.

Duty 5

General Summary:

Percentage: 10

ADMINISTRATIVE/FINANCIAL

Individual tasks related to the duty:

Individual tasks related to the duty:

- Recruit, screen, interview and assist in selection of seasonal ranger and summer rangers.
- Prepare and make bank deposits as required.
- Train rangers and state workers in proper cash handling techniques.
- Report overages and shortages
- Use Camis Reservation System to record & track registrations.
- Sell and reconcile recreational passports.
- Maintains records and prepares reports.
- Accounts for all money collected and unused permits, and turns into supervisor for processing.
- Compiles various reports on park and recreational area activities.
- Maintains an effective radio communication system.

Duty 6

General Summary:

Percentage: 5

STEWARDSHIP (Natural & Historical)

Individual tasks related to the duty:

Individual tasks related to the duty:

- Assures protection of assigned properties to benefit present and future generations.
- Enforces compliance of rules, which protect the land and buildings from unauthorized use.
- Complies with environmental and/or historical regulations.
- Is cognizant of protected and/or endangered species and historical features within properties.

Duty 7

General Summary:

Percentage: 5

MISCELLANEOUS

Individual tasks related to the duty:

Individual tasks related to the duty:

- Picks up and delivers supplies and other materials.
- Required to obtain and maintain first aid and CPR certification.
- Performs related work as assigned.
- Works cooperatively with other State/Department/Division personnel

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 subordinate staff within area of responsibility.
 Providing guidance on work methods and training of subordinate employees on completion of tasks in a safe, efficient, and proper manner.
 Assign and/or transfer recreational passports to individuals based on employee's work schedules, location and sales trends.
 Prioritize manual and administrative work for self and others.
 The visiting public, unit staff and supervisors are affected by these decisions.

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

Interpretation of Recreation Division and Department policies.
 Completion of an assignment that is original and unique to the job, or differs from original assignment.
 Major equipment repairs.
 Expenditures of budget funds.
 Matters involving serious injuries, accidents, and incidents.
 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.

On a daily basis: Walking, standing, bending, lifting, kneeling, climbing, and pulling.
 On a daily basis: Repetitive use of hand/power tools, operation of mowers/tractors.
 On a daily basis: Chemicals for facility cleaning/sanitizing, solvents/paints for facility maintenance.
 On a daily basis: Stressful situations working with the public, emergency response, and law enforcement.
 On a daily basis: Outdoor conditions such as heat, cold, sun, snow, rain, insects, poison ivy & other allergens.
 On a daily basis: Rotating work schedule as assigned (days, evenings, nights, week-ends and holidays).
 On a regular basis: Welding fumes, treated lumber, drywall dust, paint fumes, Operation of motorized equipment and vehicles

The employee shall: regard safety as a personal responsibility and respect the safety of other employees and the public: expeditiously report any hazards, unsafe conditions or procedures to his/her supervisor; expeditiously report all job-related accidents and injuries to his/her supervisor; even if he/she does not seek medical attention; wear proper personal protective equipment and always perform job duties in a safe manner and coordinate with his/her supervisor before starting or continuing a job which he/she is uncertain how to complete safely.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	PARK AND RECREATION RANGER-E E8		PARK AND RECREATION RANGER-E
	STATE WORKER 4		STATE WORKER 4
	STATE WORKER 4		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?

Heightened safety consciousness developed through previous experience and training.
 Ability to work as a member of a team with various talents, interests, abilities, and independent personalities.
 Work independently to complete projects in a safe, timely and cost effective manner.
 Developed skill set through experience and training in the areas of construction, maintenance, and mechanics.
 Plan, direct, assign, oversee, review and perform daily operations and maintenance of a state park with associated access site.
 Ability to effectively communicate with people, both verbally and in writing.
 Building, grounds, infrastructure, equipment and vehicle operation and maintenance
 Provide assistance to the Supervisor in the day to day operations of facilities.
 To see that the facility is maintained and operated in a safe manner for all employees and public.
 To see that DNR Parks & Recreation Rules and Regulations are followed.
 To assure proper financial processes and practices are followed.
 To assist in training and oversight of ranger and summer rangers (State Worker-4's).

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

Overall structure of position has been updated to align with current Ranger A language. Duties and responsibilities remain the same.

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

The work area for this position is Muskallonge Lake State park and outlying facilities it manages. The function of the work area is to provide recreational and educational opportunities to the public and to preserve and to protect the natural, historical and cultural resources found within them. This position is essential to our ability to meet these challenges on a regular and consistent basis.

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:

- Ability to effectively communicate with people, both verbally and in writing.
- Ability to persuade voluntary visitor compliance with rules in friendly and diplomatic fashion.
- Ability to comprehend extensive and complex procedures.
- Ability to accurately collect and deposit large sums of park revenue on a daily basis.
- Ability to walk in/on rough terrain.
- Developed skill set through experience and training in the areas of construction, maintenance, mechanics
- Ability to communicate effectively, resolve disputes and maintain composure in stressful and emergency situations.
- Knowledge of computer applications and operation.
- Knowledge of power and hand tools, skilled trades (carpentry, electrical and plumbing).
- Ability to maintain records and prepare reports.
- Knowledge of building, equipment and grounds maintenance.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Position requires possession of a valid Michigan Driver's license
- Possession of current CPR & First Aid certifications (Renewed every 2 years as required).
- Must obtain a medical examiner's certificate (medical card) in accordance with the Federal Motor Carrier Safety Regulations within 60 days of hire

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

5/6/2026

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