

Position Code 1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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.) VACANT	8. Department/Agency Department of Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Park And Recreation Ranger E	10. Division Marketing and Outreach Division
5. Working Title (What the agency calls the position) Park and Recreation Ranger E	11. Section Recruitment and Retention
6. Name and Position Code Description of Direct Supervisor Jordan Mason, Park and Recreation Supervisor 11	12. Unit
7. Name and Position Code Description of Second Level Supervisor Gary Jones, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work Rose Lake Warehouse, 9870 West Stoll Road, Haslett, MI 48840 Varied Schedule may include nights, weekends, holidays. Typically works 40 hours a week.
14. General Summary of Function/Purpose of Position	
<p>As a Park and Recreation Ranger E, this position participates in the day-to-day work activities of the unit with regard to the operations of Marketing and Outreach Division shooting ranges. The employee shall assist the 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 Marketing and Outreach Division administered facilities. This position will provide guidance to STW staff, range operations, 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.</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 of Duty 1 **% of Time 50**

Assist with safe operation of the shooting range including the activities of shooting, archery and clay shooting, sign in shooters, providing instruction.

Individual tasks related to the duty.

- Provide information to the public regarding the recreation area and specific points of interest.
- Assist with planning and participate in educational, training, certification and special event activities.
- Complete range logs and lost and found logs.
- Ensure shooting safety equipment is always used.
- Maintain safe firing lanes at all times on the range by issuing clear, concise, standardized instructions.
- Accommodate special needs of customers.
- Provide safety instructions and guidance to facility users and guests for activities including shooting, archery and clay shooting.
- Coordinate with law enforcement agencies when unable to control unsafe actions of users.
- Maintain records of supplies, tools and equipment.

Duty 2

General Summary of Duty 2 **% of Time 25**

Maintenance of the shooting range facility.

Individual tasks related to the duty.

- Apply safe use of hand power tools and equipment.
- Repair and replace target backer boards and support lumber.
- Maintenance of the shooting benches and tables.
- Cleans restroom building.
- Pick up litter and remove garbage and damaged range materials.
- Perform painting and staining.
- Perform building, vehicle and equipment maintenance.

Duty 3

General Summary of Duty 3 **% of Time 15**

Grounds maintenance of the shooting range grounds.

Individual tasks related to the duty.

- Mowing and weed trimming of range areas.
- Raking and seeding grass areas as needed.
- Snow blowing, shoveling and the salting of walkways and target areas as needed.
- Traps small animals that are nuisances within the shooting range and releases them in an appropriate location.
- Maintain tools and equipment.

Duty 4

General Summary of Duty 4 **% of Time 10**

Other duties assigned

Individual tasks related to the duty.

- Assist at other ranges as needed
- Attend training, conferences, and professional development
- 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.

Determinations regarding unsafe conditions in the unit(s) and of equipment to ensure public and employee safety.
Requesting assistance from outside agencies during times of emergency.

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

Excessive or major facility repair or infrastructure breakdowns.
Decisions or items that may have an impact outside of the unit(s) with statewide or broader implications.
Significant change or deviation from routine policies, procedures, or practices.
Need to temporarily close the facility.

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

The job duties require an employee to be absent of any physical limitation which would impair effective performance. Considerable physical effort is required daily to complete the outdoor range maintenance and operations tasks. Work will be performed in various environmental conditions. Activities include standing and walking on uneven terrain or steps, standing, and sitting for extended periods of time, stooping, balancing, kneeling, crouching, crawling, reaching, bending, and lifting and carrying objects weighting up to 50 pounds. Outdoor activities account for over 90% of work time. Dailey exposure to loud firing range conditions require the wearing of appropriate safety equipment. Extended work shifts may be required.

Occasional overnight travel may be needed for conferences, training, and work assignments.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

- | | |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Assist with the daily safety and operation of the shooting range, signing in shooters; providing instruction; monitoring the firing line for safety; and providing special needs for users.

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

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 a safe public facility to pursue the sport of targeting shooting and to sight in firearms and archery equipment in preparation for sport hunting.

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 amount or type of experience is required

Park and Recreation Ranger 7 – One year of experience in park or recreation setting or one year experience in 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.

Alternate Education and Experience

Completion of at least 8 semesters or 12 terms of college credit hours in Natural Resources, Park Management or Outdoor Recreation may be substituted for one year of experience.

Completion of at least 15 semesters or 22 terms of college credit hours in Natural Resources, Park Management or Outdoor Recreation may be substituted for two years of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform strenuous tasks requiring strength and coordination, ability to effectively communicate with people verbally and in writing, knowledge of gun safety and safe shooting practices.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's license.

The following certifications are desired: NRA Range Safety Officer, Hunter Education Instructor, Level 1 U.S. Archery Certified and First Aid/CPR/AED. Absence of a criminal record of felony convictions which prohibit the employee from receiving, possessing and carrying a firearm.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.