

***POSITION DESCRIPTION***  
***Guadalupe-Blanco River Authority***

**POSITION TITLE: SEASONAL INTERN RANGER**

**I. ORGANIZATION**

Division: Water Supply                      Grade: 1              Revised: 01/16/15

System: Lake Wood                                      Salary Category: Non-exempt

**II. REPORTING RELATIONSHIPS**

Immediate Supervisor: Ranger

Next Higher Supervisor: Asst. Chief Ranger

**III. JOB SUMMARY (Including number of personnel supervised, if applicable)**

The Seasonal Intern Ranger is responsible for the operation and maintenance of all recreational facilities associated with the Lake Wood Park.

**IV. TYPICAL DUTIES (May include, but not limited to the following:)**

- A. Perform operation and maintenance duties of the park by:
1. Assist in the collection and accounting of the park's entrance/user fees and store sales
  2. Assist in the operations and maintenance of the park's facilities and grounds.
  3. Daily maintenance of all Park facilities to insure that these facilities are kept in a clean and sanitary condition. The Seasonal Intern Ranger will report to the Ranger any damages due to vandalism of these facilities or other repair work required.
  4. Daily inspection and maintenance of the campground area, boat ramps and day use area, reporting any acts of abuse to these facilities or violation of any rules set forth for the public use of these facilities to the Ranger.
  5. Assist in the daily collection and disposal of all refuse material discarded within the park.
  6. Provide park visitors with information or assistance as requested.
- B. Report any complaints received from Park visitors to the Ranger.

- C. The Seasonal Intern Ranger will be required to work holidays, weekends, and odd hours.
- D. Maintaining the security of the headquarters building and surrounding facilities.
- E. Periodically on call to provide operational assistance if needed during emergency situations.
- F. Answering the telephone during and relay log messages to the proper person.
- G. Maintaining a good public image and a pleasant, courteous manner when dealing with visitors and telephone callers, and performing all other duties.
- H. Performing all work in a safe, professional manner in accordance with established policies and procedures.
- I. Perform any other specific assignments prescribed by the Ranger or Asst. Chief Ranger.

## **V. REQUIREMENTS OF THE POSITION**

### Education:

College Student preferred enrolled in an accredited college studying Park and Recreation Administration or other resource-related field.

High School diploma or G.E.D. preferred.

### Registrations and Licenses:

1. Texas Drivers License
2. Acceptable M.V.R.

### Experience:

Background in basic park maintenance skills to include grounds maintenance; vehicle and equipment maintenance and repairs; and facility maintenance. Experience in day-to-day public relations. Able to operate a tractor, power tools, and hand tools.

### Special Requirements:

Able to work in all types of weather conditions. Willing to deal with the public on a daily basis. Able to work outdoors for long periods of time; days off other than Saturdays and Sunday; work most holidays. Must be able to swim.

Physical exam, drug and alcohol tests required.

## **VI. WORKING CONDITIONS, TRAVEL, EQUIPMENT USED**

The Seasonal Intern Ranger will spend the majority of the time working outside in all types of weather conditions. The Seasonal Intern Ranger will be required to operate a pickup truck, farm tractor, riding and push mowers, electrical and hand tools and other power-assisted equipment.

The Seasonal Intern Ranger may be required to lift loads up to 50 pounds and will do a great deal of manual labor. A clean, pressed uniform is required apparel for work. Will work most holidays and occasionally overtime. Will operate grounds maintenance equipment for long periods of time, in dusty, high humidity and/or bright sunshine conditions. Will come in close contact with the public through fee collection and enforcement of park rules.

All on-the-job travel required by the Seasonal Intern Ranger will be performed in company vehicles.

## **VII. ESSENTIAL JOB FUNCTIONS**

- A. Operate a motor vehicle with automatic transmission.
- B. Operate tractor and riding mowers with manual transmission.
- C. Safely operate gas, electric, hydraulic, and hand tools and equipment with both hands.
- E. Climb up and down vertical ladders and stairways up to 12 feet in length.
- F. Repeatedly lift loads up to 50 pounds from a variety of levels up to 4 feet vertically.
- G. Wear personal protective safety equipment.
- H. Read and write English.
- I. Communicate effectively with individuals and groups using oral, visual and written means. Employee will be required to take an audiogram test for hearing.
- J. Communicate effectively using the telephone. Possess listening skills and patience needed to deal with the general public and customer.
- K. Read and understand labels, Material Safety Data Sheets, and directions.
- L. Employ sound judgment; think coherently; and employ deductive and inductive reasoning.
- M. Walk up to 2 miles over rough terrain.
- N. Acknowledge visual and audible alarms.
- O. Read analog and digital indicators.
- P. Perform basic first aid & CPR.
- Q. Possess visual acuity to complete work in dark and dimly lit environments.
- R. Accurately interpret true colors.

- S. Respond when needed to callouts and emergency situations with minimum delay.
- T. Work outdoors for extended periods of time in all types of weather conditions.
- U. Must be able to swim.
- V. Perform basic and some advanced mathematics.