

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

**POSITION TITLE: RESERVOIR RANGER I**

**I. ORGANIZATION**

Division: Coletto Creek  
System: Recreation

Grade: 4      Revised: 01/19/2018  
Salary Category: Non-exempt

**II. REPORTING RELATIONSHIPS**

Immediate Supervisor: Chief Ranger

Next Higher Supervisor: Reservoir Manager

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

The Reservoir Ranger I is responsible for the operation and maintenance of all recreational facilities associated with the Coletto Creek Reservoir. The Reservoir Ranger I will also assist in operations directly related to the Reservoir.

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

Recreation Operations:

- 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 take user reservations.
  2. Assist in the operations and maintenance of the Park's grounds.
  3. Daily inspection and maintenance of park facilities to insure that these facilities are kept in a clean and sanitary condition.
  4. Daily inspecting 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 Chief Ranger.
  5. Maintain the safety and security of all recreational areas through periodic patrols, especially during non-business hours; and enforce all rules and regulations governing use of the park and reservoir.
  6. Assist in the daily collection and disposal of all refuse material discarded within the Park.
  7. Provide park visitors with information or assistance as requested.
- B. Assist with the operation and maintenance of the potable water and wastewater systems by:

1. Producing water which meets or exceeds the requirements of the Texas Commission on Environmental Quality (TCEQ).
  2. Operating and maintaining the groundwater system to insure proper function and performance. Performing emergency repairs and maintenance when required.
  3. Frequent inspections of wastewater systems.
  4. Perform holding tank pump outs during the winter season for long term campers and pumping out portable toilets on an as needed basis.
  5. Notifying the Chief Ranger when problems and/or questions arise.
- C. Assist the Chief Ranger in Reservoir duties by:
1. Patrolling areas of the lake, including those restricted to public.
  2. Assisting in the maintenance and repair of all buoy lines and markers within the Reservoir.
  3. Enforcing the rules and regulations established by the GBRA Board of Directors.
  4. Assisting as possible and immediately reporting to the Chief Ranger any accidents that have occurred on the lake or in the Park.
- D. Assist the Chief Ranger in controlling the perimeter property of the Reservoir by:
1. Inspecting new and existing facilities constructed within the perimeter of the Reservoir to insure that the facilities comply with rules and regulations set forth in GBRA's lease agreement and reporting any violations.
  2. Inspecting all perimeter property leased by GBRA to private individuals and reporting any violations or property abuse.
  3. Enforcing the rules set forth concerning public use of all perimeter property under lease.
- E. Report any customer comments received from park visitors to the Chief Ranger.
- F. Assist in the public marketing of the Reservoir's recreational facilities to include the development of public information and advertising programs and periodic tours of these facilities.
- G. Perform all work in a safe, professional manner in accordance with established policies and procedures. Comply with the Safety Manual.
- H. Assist the Reservoir Manager and the Chief Ranger in the preparation of the annual Recreation budget.
- I. Perform other duties as assigned.

#### Reservoir Operations:

- A. Regularly monitor the Coletto Creek Reservoir telemetry system by:
1. Completing in an accurate, legible manner all required logs and data sheets.
  2. Immediately notifying the Reservoir Manager of any malfunctions or other problems encountered during the monitoring of the telemetry system.
  3. Doing fieldwork such as recording flow readings from remote instrument shelters during emergency situations.

- B. Be required to work on a rotating shift basis (day & night shifts) with 10-hour workdays.
- C. Assist the maintenance crew when directed by the Chief Ranger or Reservoir Manager.
- D. Maintain the security of the dam and spillway by seeing that all gates are locked after duty hours and unauthorized persons kept off the grounds.
- E. Confirm and sign for materials and supplies that are delivered during non-business hours.
- F. Periodically be on call to provide operational assistance if needed during emergency situations.
- G. Report supply or equipment needs to the Reservoir Manager.
- H. Monitor the Coletto Creek base radio station during business and non-business hours, and receive and pass on messages.
- I. Answer the telephone during non-business hours and log or relay messages to the proper person.
- J. Maintain a good public image and a pleasant, courteous manner when dealing with visitors, telephone callers, and performing all other duties.
- L. Perform other duties as assigned.

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

### Education:

1. High school diploma with three (3) years of full-time experience in customer service, facility, equipment, and grounds maintenance.
2. Bachelor's Degree in Park and Recreation Administration or other natural resource-related field preferred

### Registrations and Licenses:

1. Texas Driver's License
2. Acceptable M.V.R.
3. TCEQ Class "D" Water Operator License or obtain within 6 months of employment.

### 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.

### Special Requirements:

Able to work on an around-the-clock shift schedule with 10 hour workdays, work in all types of weather conditions, capable of dealing effectively with the public on a daily basis, work outdoors for long periods of time, and days off other than Saturdays, Sundays, and GBRA designated holidays. Must be able to act alone, and be able to continuously exercise sound judgment and vigilance in completing daily tasks. Should be able to apply pesticides. Must be able to swim.

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

The Reservoir Ranger I will spend the majority of the time working outside year round in all types of weather. The Reservoir Ranger I will be required to operate a pick-up truck, farm tractor, riding and push mowers, electrical tools and other power assisted equipment as well as hand tools.

The 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. The Ranger will:

- Typically work a rotating shift with hours other than 8:00 a.m. to 5:00 p.m.
- Frequently have days off other than Saturday and Sunday.
- Work most holidays and occasionally overtime.
- Operate grounds maintenance equipment for long periods of time, in dusty, high humidity and/or bright sunshine conditions.
- Be expected to work during inclement weather to assist with releases from Coletto Creek Reservoir.
- Handle and apply herbicides/insecticides.
- Come in close contact with the public through fee collection and enforcement of park rules.

All on-the-job travel required by the Reservoir Ranger I 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.
- D. Operate a motorboat.
- E. Climb up and down vertical ladders and stairways up to 20 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 including full-face respirator. Employee must take an annual Pulmonary Function Test, and Fit Test for respirator usage.
- H. Read and write English.
- I. Proficient in reading, speaking, and understanding English with the ability to communicate effectively with individuals and groups using oral, visual and written means. Employee will be required to take an annual audiogram test each year for hearing.
- J. Communicate effectively using the telephone. Possess listening skills and patience needed to deal with the general public and customer.
- K. Work 10 continuous day or night hours, often alone, on a rotating shift.
- L. Operate keyboards on a pocket calculator, adding machine and personal computer.
- M. Read and understand labels, Safety Data Sheets, and directions.

- N. Employ sound judgment; think coherently; and employ deductive and inductive reasoning.
- O. Walk up to 2 miles over rough terrain.
- P. Respond to visual and audible alarms.
- Q. Read analog and digital indicators.
- R. Perform basic first aid & CPR.
- S. Possess visual acuity to complete work in dark and dimly lit environments.
- T. Accurately interpret true colors.
- U. Respond when needed to callouts and emergency situations with minimum delay.
- V. Work outdoors for extended periods of time in all types of weather conditions.
- W. Must be able to swim.
- X. Perform basic and some advanced mathematics, to include basic algebra and geometry.