

1. Position Code STATEWKR

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

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POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) RESOURCE MANAGEMENT
4. Civil Service Classification of Position STATE WORKER	10. Division PARKS AND RECREATION
5. Working Title of Position (What the agency titles the position) SUMMER RANGER	11. Section
6. Name and Classification of Direct Supervisor JOE HALL /RECREATION SUPERVISOR	12. Unit BELLE ISLE PARK
7. Name and Classification of Next Higher Level Supervisor MIKE TERRELL/ PARK & RECREATION MANAGER 3	13. Work Location (City and Address)/Hours of Work UP TO 40 HOURS PER WEEK IRREGULAR HOURS, WEEKENDS AND HOLIDAYS

14. General Summary of Function/Purpose of Position
 This position is responsible for assisting PRD staff in the maintenance and operation of Belle Isle Park and/or Milliken State Park and Harbor.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 60

Maintenance and Operations

Individual tasks related to the duty.

- Check, maintain, and repair as needed grounds, picnic tables, signs & posts, buildings, trees, benches and other items as specified
- Mow grass, trim around posts, clean and maintain walking paths, and buildings routinely
- Clean modern restroom buildings and vault toilets, perform minor repair as needed
- Perform staining and painting from the ground, ladder or elevated platform
- Pick up litter and collect garbage/pick up trash as needed
- Check facilities, day use areas, boat access sites, and trails for hazards, correcting problem if capable, report all hazards (both those fixed and those left un-fixed) to supervisor

Duty 2

General Summary of Duty 2 % of Time 20

Revenue Collection

Individual tasks related to the duty.

Work with the Centralized Reservation System , registering boaters and rental facilities.

- Sell Recreation Passports to customers
- Adhere to the proper money handling procedures as established by the DNR
- Provide visitor information
- Keep information stations maintained and updated

Duty 3

General Summary of Duty 3

% of Time 30

Customer Service

Individual tasks related to the duty.

- Interact with customers -share information, conduct surveys, answer questions, provide assistance.
 - Be a representative of the DNR/Parks and Recreation Division to and for the customer
 - Become knowledgeable about the state parks, boat access sites, harbors, trails and pathways
- Become knowledgeable about services in the area, including emergency services and customer services

Duty 4

General Summary of Duty 4

% of Time 10

Administration

Individual tasks related to the duty.

- Employee assists with the completion of forms including: accident reports, incident reports, daily camper registration reports, daily cash handling reports, daily camping permits, lost and found records, narrative reports, and other reports as assigned.
- Employee assists with the completion of routine correspondence from park visitors requesting information regarding such facilities
- Assist with administrative rules enforcement.

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

How to handle customers in the most courteous and friendly manner possible to make their visit to a state recreation facility an enjoyable one while adhering to park policies and employee conduct standards.

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

Job priorities and safety concerns.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

While doing all of the activities of this position, the employee may be subject to cold, wind, rain and high temperatures. The activities associated with this position have to be completed no matter what the weather. Physical activities such as bending, lifting, climbing ladders, and walking over uneven ground and surfaces. Use and operation of hand and power tools, and motor vehicles. Employees may be subject to natural allergens such as poison ivy, bee stings, and dust.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

Train employees in the work.

21. I certify that the above answers are my own and are accurate and complete.

Signature

2/13/12

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

yes

23. What are the essential duties of this position?

Provide customer service, maintain, operate and collect revenue in campgrounds, boat access sites, day use areas, pathways and trail systems within designated state lands.

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

The employee may work at state forest campgrounds or parks and recreation facility as directed by the supervisor on a daily basis.

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

The Parks and Recreation Division are responsible for managing state campgrounds, boat access sites, day use areas, pathways and trails on state lands in order to provide a healthy, safe and productive resource base for the social, recreational, environmental and economic benefit for the people of Michigan. This position is necessary for accomplishing the maintenance needs in our campgrounds, boat access sites, harbors, day use areas and trails/pathways on state lands.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

High school or equivalent

EXPERIENCE:

No specific amount or type is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to use small hand and power tools.

Ability to follow instructions.

Ability to communicate effectively and maintain good public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

(Drivers License)

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

27. 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

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

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

Appointing Authority's Signature

Date