



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Parks Ranger  
**LOCATION:** Parks Department  
**HIRING RANGE:** \$16.00/Hr.  
**STATUS:** Part time  
**HOURS PER WEEK:** 17  
**WORK HOURS:** Rotating, flexible schedule

**APPLICATION DEADLINE:** Recruiting will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *February 2018*

**POSITION TITLE:** Parks Ranger  
**DEPARTMENT:** Parks  
**PAY BASIS:** Hourly (Seasonal. 30% part time. Rotating, flexible schedule.)

### **PURPOSE AND SUMMARY:**

Assists in collection and processing of County Boat Launch revenue. Enforces compliance.

### **ESSENTIAL FUNCTIONS:**

1. Operates a motor vehicle to perform random vehicle permit compliance checks at County Boat Launch facilities.
2. Enforces permit-use compliance, including issuing citations for violations.
3. Responds to park visitor inquiries. Secures and inspects Parks facilities. Takes appropriate action or reports unsafe or hazardous conditions to designated employees.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Inputs and interprets permit-compliance computer data.
2. Collects, processes and records revenue generated at County Boat Launch facilities and from sales of boat-launch permits. Restocks boat launch deposit boxes with fee envelopes.
3. Represents the Parks Department at initial appearances and testifies in court cases regarding Boat Trailer Parking Fee Program violations. Acts as liaison to law enforcement personnel regarding the program.
4. Coordinates Ranger patrols of County boat landings with management and other employees. Advises Parks Director of activities encountered during patrols.
5. Promotes public understanding of park rules and may act to control public access during hazardous conditions.
6. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to Parks Director.
2. Works with Program Manager and other Parks employees.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma or its equivalent.
2. Some related experience preferred.
3. Possess a valid Wisconsin Driver's License.
4. Must produce evidence of meeting or exceeding the minimum automobile liability insurance Requirements contained in the Winnebago County Travel Ordinance.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to file information properly and consistently.
2. Ability to add, subtract, multiply and divide, and operate a 10-key calculator.
3. Ability to handle money and work accurately with figures.
4. Ability to maintain effective working relationships with fellow employees while under limited supervision throughout the bulk of a shift. Ability to work with and communicate effectively, courteously and helpfully with the public.
5. Ability to represent the Parks Department articulately and professionally to guests and others affected by the permit program.
6. Ability to operate and maintain digital cameras, First Aid and CPR/AED equipment, small hand tools and chainsaws. CPR/AED and First Aid certification preferred.
7. Ability to make independent decisions in accordance with departmental policies.
8. Computer skills including facility with Microsoft Office applications and ability to learn and use software. Ability to operate fax and copy machines.
9. Possession of good organizational skills and effective oral and written communication skills.
10. Ability to cope and maintain a mature problem-solving attitude while dealing with conflicts, interpersonal hostilities and time demands.
11. Ability to work weekends and holidays as well as weekday mornings, afternoons and early evenings from April through November.

### **PHYSICAL REQUIREMENTS:**

1. Ability to perform work from a standing, walking or sitting position throughout the bulk of a shift.
2. Ability to perform moderate manual labor for short periods under adverse temperature or humidity extremes.

3. Ability to perform moderate manual labor involving occasional bending and stooping throughout the bulk of a shift.
4. Physical ability and stamina to perform CPR preferred.
5. Ability to frequently lift between 25 lbs. and 50 lbs. with occasional pushing and pulling of up to 100 lbs.
6. Full dexterity in both hands and feet.
7. Ability to perform heavy manual labor involving occasional bending, stooping and climbing.