



## TOWNSHIP OF ABINGTON

### Employment Opportunity Posting

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# INTERNAL and EXTERNAL POSTING

<b>DATE</b>	February 26, 2021
<b>POSITION</b>	Park Ranger
<b>DEPARTMENT</b>	Parks and Recreation
<b>HOURLY RATE</b>	\$15.00
<b>JOB DESCRIPTION</b>	See attached
<b>DEADLINE</b>	Open until filled

Applications are available online at [www.abingtonpa.gov](http://www.abingtonpa.gov). Completed applications must be submitted by the application deadline, and no later than 5:00 PM. For additional information contact Karl Lukens at 215-576-5213. Abington Township is an Equal Opportunity Employer.



## TOWNSHIP OF ABINGTON

### Job Description

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Department: Parks and Recreation

Position: Part-time Park Ranger - Seasonal

Classification: Salaried/Clerical - Non-Exempt

Reports to: Assigned Police Department Supervisor/Park Ranger Supervisor

Supervises: None

**Purpose:** The primary purpose of this position is to patrol the total acreage under the jurisdiction of Township Parks and Recreational areas, which allows the Parks and Recreation Department to provide residents and business owners quality service while complying with the ordinances and other laws of the Township and Commonwealth of Pennsylvania. All work is completed in accordance with township ordinances, policies, procedures, practices, and other laws of the Township and Commonwealth of Pennsylvania. Assignments are received by the Park Ranger Supervisor and supervision is received through the assigned Police Department Supervisor/Park Ranger Supervisor.

**Tasks:** Interacts pleasantly with residents, customers and the general public; Politely communicates and conveys information to visitors utilizing each facility. Enforces the Township's Ordinance (No. 115-1) governing parks and playgrounds, defusing situations that could be potential problems, aiding residents, and keeping property damage to a minimum. Responsible for keeping up-to-date information on all matters pertaining to the parks; enforcing all existing policies and procedures; make recommendations to the supervisor concerning policies and procedures. Provide verbal and in written reports on all criminal mischief, accidents, and violations of Township ordinances occurring within the parks; At the start of each shift, must pass inspection by the on-duty Park Ranger Supervisor; pick up their vehicle, complete the necessary automobile operational forms, and check out their communication system before going on patrol; notify the Abington Police Department Records and Communication Office which vehicle they are using and what hours they are working. Will be responsible for turning on and turning off all the necessary lights at Park facilities, as well as control all permits for groups in excess of 25 persons. Assist with other duties as required. Attends meetings and training as required.

Interacts with department employees, the public, governmental, and Township officials in a courteous and professional manner at all times; operates office equipment; other related duties as necessary to support the Parks and Recreation Department.

**Job Standards (Minimum qualifications needed to perform essential functions):** Ability to understand and follow instructions; organize and prioritize work load efficiently and effectively; Valid PA Driver's License; Knowledge of the policies and procedures and ordinances that govern the parks under the Bureau's jurisdiction. Operate Township owned vehicle in accordance with all laws of the Commonwealth of Pennsylvania; work with others.

This is light work requiring the exertion of up to 20 pounds of force occasionally; and up to 10 pounds of force constantly to move objects; work requires reaching at waist level, and performing fine manipulation frequently; standing, walking, lifting, bending, crouching, kneeling, reaching at all levels occasionally; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly;



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hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) for preparing and/or analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities frequently; Withstand exposure to weather continuously; withstand exposure to wet conditions occasionally. All work performed is to be mistake free and all interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.

Employee may be asked to perform other duties provided those duties are not illegal or injurious to the employee's health; Employee will be evaluated in part based upon performance of the tasks listed in this job description and at a minimum, to the standards within this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. Management may ask the employee to perform other job-related duties.

**Required Skills, Knowledge and Abilities:** Employee performs tasks independently and often without direct supervision of each task, although employee will have regular contact with Foreman of Parks and Recreation and other assigned Managers. High School diploma or equivalent; knowledge of traffic laws of the Commonwealth of Pennsylvania; a demonstrated ability to work for more than one person; possess excellent organizational skills; ability to establish effective working relationships with department personnel, managers, contractors, residents, and the general public. Employee must be self-motivated with excellent verbal communication skills; ability to work under stressful conditions with frequent interruptions.

**Education and Experience:** Any combination of education and experience that results in employee achieving the functions of the job satisfactorily, with, as a minimum the equivalent of graduating from high school or equivalent.

**Job Location (Place[s] where work is performed):** The Abington Township Parks and facilities within Abington Township and as directed by supervisor.

**Equipment (Examples of machines, devices, tools, etc., used in job performance):** Township vehicle, hand-held walkie-talkie, uniform (rain gear and boots), pepper spray.