# Town of Danvers

## Position Description

<table>
<thead>
<tr>
<th>Title: Park Ranger</th>
<th>Classification: Seasonal</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Grade: N/A</td>
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<td>FLSA Status: Non-exempt</td>
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<td>Reports to:</td>
<td>Effective Date: 5/1/19</td>
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<td>Union Status: Non-Aligned</td>
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**Summary:**
This position is responsible for building/grounds maintenance, care of animals in the Children’s Barnyard and public safety and education at Endicott Park. He or she will perform light to heavy manual tasks in a wide variety of maintenance and construction work throughout the 165-acre park.

**Essential Functions:**
*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Buildings Maintenance: Including but not limited to: monitoring heat and A/C, daily cleaning of restrooms, floors, halls and common areas; basic building repairs, painting and carpentry, replacement of glass and light fixtures.
- Children’s Barnyard: Including but not limited to: the care and well-being of the domestic animals and livestock at Endicott Park. Provide education to the public about animals, care and handling; feeding, watering, cleaning barn, mucking stalls, cleaning animals, handling large and small animals (horses, sheep, goats, pony, poultry and pigs).
- Equipment: Including but not limited to: use, inventory and maintenance of equipment (vehicles, tractors, mowers, chain saws, brush cutters, other hand and power tools).
- Grounds Maintenance: Including but not limited to: turf maintenance, raking, mowing, watering, liming, fertilizing, weed control, thatching, over seeding, daily trash removal and continual pick up as needed, moving picnic tables and cleaning picnic areas. Flowerbed construction and maintenance, planting, weeding; field and lawn mowing; brush cutting; leaf clean-up; snow plowing; road, playground, tree, pond and trail maintenance; use, inventory and application of chemical control materials, including but not limited to, herbicides, insecticides, aquacides and fungicides.
- Public safety: Including but not limited to: security patrols, traffic and people control, medical aid assistance, providing a visible deterrent to park abusers and providing visitor assistance and service as needed.
- Carries out duties and responsibilities in a safe and efficient manner to maintain safe work environment and surrounding area for oneself, co-workers and public;
- Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel;
- Visitor services: assists the Ranger Supervisor with educational and interpretive presentations in group or individual settings, leading tours and providing visual displays.
- Performs other similar or related duties, as required or as situation dictates.
Minimum Qualifications:

- Minimum 18 years of age by June 1, of the year of employment
- Valid MA Drivers License
- MA Hoisting 2A (preferred-not required)
- High School Diploma/GED. An Associate’s Degree in Horticulture, Urban Forestry or an Environmental Science is preferred.
- Valid American Red Cross or American Heart Association CPR for Professional Rescuer (May be obtained within 2 months of employment)
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization’s five core values: inclusion, integrity, accountability, positivity, and collaboration.

Knowledge, Ability, Skill:

Knowledge: Requires working knowledge of wetlands, park, conservation, land and wildlife management; Gains through on the job learning, comprehensive knowledge of large and small farm animals to the satisfaction of the Ranger Supervisor. Thorough working knowledge of grounds keeping and maintenance work. Knowledge of safety procedures and techniques. Knowledge of the use of tools, techniques, equipment, and procedures required in the repair and maintenance of municipal buildings and grounds.

Ability: Ability to be pleasant and comfortable with public interaction; Sufficient physical strength and ability to be able to perform heavy manual labor and to work under a variety of weather conditions, including but not limited to, heat, cold, rain or snow; Ability to be fair and consistent in law enforcement capacity; Ability to maintain composure when interacting with individuals; Ability to exercise judgment in methods and timing of enforcement actions; Ability to operate land management tools, domestic animal equipment, tractors, chainsaw and other power equipment. Ability to perform maintenance and repairs to building and grounds.

Skill: Skilled in performing preventive maintenance on buildings and equipment. Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications, Skill in the use of the above-mentioned equipment.

Physical Requirements:
(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Constant moderate physical effort is generally required in performing functions. Position requires extensive walking, reaching, standing, stooping and climbing when performing functions. Frequently required to lift, move, and/or push equipment weighing 100 pounds or more. Physical agility required to access all areas to be painted or cleaned. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, vision and hearing correctable to normal ranges, this position must be able to detect odors.

Job Environment:
- Work is performed both indoors and outdoors under variable outdoor weather conditions and works under some unpleasant conditions with exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions.
• Operates a vehicle/light truck, custodial equipment, hand and power tools, and other maintenance equipment; may be required to wear protective clothing and mask.
• Makes occasional contacts with vendors, contacts involve discussing routine information.
• May work a varied schedule including weekend and early morning shifts.
• Errors could result in delay or loss of services, damage to buildings and equipment, injury to self and others, and create some hazards to public safety.

**Supervision**
*Received:* Works under the direction of the Ranger Supervisors and through directives of the Natural Resource Director.
*Exercised:* None

**Period of Employment:**
May 5th – September 21st or
May 26th – October 12th

**Salary & Hours:**
$14.50-15.50/hour; 16-32 hours/week

**NOTICE:**
• The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
• External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
• This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

**Approved by:**

Jennifer Broach
Human Resources Director
5.2.19

**Received by:**

Employee

Date

Human Resources

Date