



Charter Township of Orion

Positions Available Park Ranger (Seasonal)

Park Ranger (seasonal) positions open. Flexible schedule, up to 40 hours per week. Position performs variety of skilled and unskilled tasks associated with maintenance of the Township's grounds and facilities. Require a high school diploma or equivalent, landscaping skills, gardening skills, carpentry skills, knowledge of working with simple hand and tree trimming tools, ability to operate tractor, utility vehicle and mower, ability to identify unsafe conditions and determine course of action to rectify situation, mental ability to handle pressures relating to situations needing immediate attention, and physical ability to periodically lift, push or pull items weighing up to 50 pounds, as well as to climb/bend/stoop/crawl when performing custodial or maintenance functions. Must be 18 years or older and possess a valid Michigan Driver's License.

Approved applicant must have a complete physical and drug screening along with background check. Pay is \$15.00 per hour, no benefits. Season runs April through October.

Please scroll down to review complete job description.

Please submit resume and completed application to Supervisor's Office, 2323 Joslyn Road, Lake Orion, MI 48360, or by email to hr@oriontownship.org. Positions open until filled.



Charter Township of Orion

Job Description

Job Title: Park Ranger (Seasonal)
Department: Parks & Recreation
Reports to: Parks & Facilities Superintendent
Union Affiliation: Non-Union
Position Level: N/A
FLSA Status: Non-Exempt

Job Summary

Under the general direction of the Parks & Facilities Superintendent, responsible for general maintenance of grounds areas and facilities.

Primary Duties & Responsibilities

1. Clean and make minor repairs to pavilion areas and site amenities.
2. Sweeps, rakes, picks up litter, and empties trashcans.
3. Plants flowers, shrubs, and trees.
4. Maintains plant material by watering, pulling weeds, applying fertilizer, herbicides, and woodchip.
5. Uses hand tools such as garden hoses, shovels, brooms, rakes, hoes, trimmers, saws, and clippers.
6. Uses powered grounds equipment such as tractors, trimmers, blowers, saws, and water pumps.
7. Maintains exercise trail and nature paths by mowing, raking and weed control.
8. Performs other duties as assigned.

Minimum Qualifications

1. Must possess a valid Driver's license.
2. Must be 18 years or older.
3. Must have a positive attitude and be self-motivated to complete tasks without supervision.

Desirable Qualifications

1. High school diploma or equivalent.
2. Landscaping experience.
3. Carpentry skills.
4. Knowledge of working with simple hand and tree trimming tools.
5. Able to operate a tractor, utility vehicle and mower.
6. Ability to identify unsafe conditions and determine course of action to rectify the situation.

Working Conditions/Physical Demands
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The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

1. While performing the duties of this job, the employee is frequently required to sit and talk and hear. Uses hands to finger or operate objects, tools, or controls, and to reach with hands and arms.
2. Must be able to lift, climb ladders, and walk a mile at a time.
3. Vision abilities required by this job include close vision and long vision and the ability to adjust focus.
4. Must be able to operate a tractor and drive a vehicle.
5. Physical condition must permit outdoor manual labor under all weather conditions.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time.

 Employee Signature

 Date

 Human Resources

 Date

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. This document is not intended to be a contract between the employee and the employer.

Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Rev	Date	Description	Author(s)
00	01/22/2010	Original Job Description	
01	01/2018	Updated Department Name (from Community Programs to Parks & Rec)	Administrative Update
02	07/2021	Updated job title under Job Summary (Parks Superintendent to Parks & Facilities Superintendent)	Administrative Update
03	02/06/2023	Updated job title from Seasonal Outdoor Maintenance Worker to Park Ranger (Seasonal)	Approved by Board