



Charter Township of Orion

Position Available Trail Ranger (Seasonal)

Trail Ranger positions open. Flexible schedule, up to 40 hours per week. Position performs a variety of skilled and unskilled tasks associated with maintenance of the Township's safety paths, operates wide range of motorized and non-motorized equipment and tools, performs inspections and maintenance on tools and equipment, assists other work divisions when assigned, assists with construction and maintenance of trails and safety paths. Require a high school diploma or equivalent, landscaping experience, knowledge of working with landscaping equipment, ability to operate tractor, utility vehicle and mower, and have the 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: Trail 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, this position performs a variety of skilled and unskilled tasks associated with the maintenance of the Township's safety paths; operates a wide range of motorized and non-motorized equipment and tools; performs inspections and maintenance on tools and equipment that is assigned; assists other work divisions when assigned; assists with construction and maintenance of trails and safety paths.

Primary Duties & Responsibilities

1. Maintain safety paths.
2. Perform vegetation clearing and cleaning.
3. Inspects and maintains all safety paths within Orion Township.
4. Performs safety path and trail maintenance and assist with construction.
5. Perform inspections and maintenance of machinery and equipment.
6. Operates and maintains safety path machinery and equipment.
7. Rake, shovel, trim, mow and weed whip debris and growth from all safety paths and trails.
8. Maintain a positive and professional manner.
9. Performs signage maintenance.
10. Assists other work divisions and departments when assigned.
11. Performs tree and overall park maintenance activities
12. Performs other duties and responsibilities as assigned or become apparent.

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. Knowledge of working with landscaping equipment.
4. Able to operate a tractor, utility vehicle and mower.
5. Ability to identify unsafe conditions and determine course of action to rectify the situation.

Working Conditions/Physical Demands

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, talk, hear, bend, squat in all weather conditions. Uses hands to finger or operate objects, tools, or controls, and to reach with hands and arms.
2. Must be able to lift and move 50 lbs on a daily basis.
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. Must wear appropriate professional dress for the season in the uniform provided.
6. 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	02/18/2014	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 Safety Path Maintenance Worker to Trail Ranger (Seasonal)	Approved by Board