

Duties for Summer Park Ranger at Tully Lake

1. Recreation (70%)

Routinely patrol 1258-acre property, performing Visitor Assistance duties in support of Title 36 Regulations. Inspect and clean day use facilities, such as bathroom, tables, grills, and trash cans. Patrol 4 miles of hiking and 7.5 miles of mountain bike trails and maintain markings and bridges. Update 2 bulletin boards with current information and an attractive appearance. Stock brochures and survey cards. Administer Comment Card program and enter data into computer. Prepare and present interpretive programs. Help update and revise our web site monthly. Help map trails, bridges, and other recreation features using a hand-held GPS unit. Support the sign program through maintenance of existing signs and ordering of new or replacement signs.

2. Natural Resource Management (10%)

Help the Park Manager manage the forests, wildlife, and fisheries in accordance with the Operational Management Plan. Administer the Angler Survey program and enter data into computer. Aid in annual water quality testing, such as Secchi disk testing. Help control island and shoreline erosion. Monitor and control invasive plants. Protect the natural and cultural resources on our property. Help inventory natural and historic features using a hand-held GPS unit. Inspect and maintain the boundary monuments and lines. Help ensure environmental compliance in all our operations and maintenance activities.

3. Office Administration (5%)

Maintain a neat and organized desk. Properly report time and attendance. Efficiently use the office computer to complete tasks. Complete all required reporting on time. Write professional reports and correspondence as needed.

4. Grounds Maintenance (5%)

Ensure lawns and paved areas are neat and clean. Inspect contractual mowing and landscaping activities. Help control brush along spillway and access roads, help control beaver damming of culverts, and remove fallen trees and branches as needed.

5. Equipment Maintenance (3%)

Keep equipment secure. Ensure all scheduled maintenance of equipment is performed in accordance with owner's manual. Advise Park Manager of needed repairs.

6. Facility Maintenance (3%)

Keep buildings secure. Inspect and maintain all buildings. Advise Park Manager of needed repairs and suggestions for improvements. Help inspect contractual maintenance activities.

7. Sign Shop (2%)

Support the production of signs for New England District as needed.

8. Flood Damage Reduction (2%)

Record daily weather and gate settings. Occasionally remove debris from log boom and trash racks. Advise Park Manager of any structural or functional deficiencies observed.