

SEASONAL ACCOUNTING ASSISTANT

Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs basic accounting procedures including auditing all facilities receipts and deposits, takes reservations and works under the supervision of the Finance Officer; performs related duties as required.

STATEMENT OF TASKS:

Understanding of reservation system with the ability to take reservations for all county parks.

Understanding of accounts payable and the ability to assist in the daily process.

Understanding of cash receipts system and the ability to reconcile daily revenues and process bank deposits

Understanding of auditing system and the ability to Implement standards and communicate them to other department supervisors

Understanding of payroll system and the ability to process time sheets

Understanding of Excel and the ability to assist and create spreadsheets

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE SKILLS AND ABILITY.

Ability to communicate effectively with the general public and staff Ability to understand and follow oral and written directions

Ability to operate a computer.

Ability to operate a calculator

Ability to handle and balance cash, make change

MINIMUM QUALIFICATIONS:

6 (Six) college credits in accounting and/or two years accounting experience

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Must be willing to work weekends, holidays and irregular hours as scheduled and/or as directed.

Must be courteous in dealing with the general public and fellow staff members

Marketing Assistant
Genesee County Parks & Recreation

GENERAL STATEMENT OF DUTIES:

Assist In the day-to-day function of the Marketing Department. Operate basic office equipment, software specifically Microsoft Office Suite. Requires computer and data entry skills and a basic understanding of databases. Familiar with social media. Works under supervision, attends and coordinates exhibits and conferences, and performs other related duties as required.

STATEMENT OF TASKS:

Routine

Oversee basic clerical tasks as it pertains to the marketing department.

Assist in the reservation department on a weekly basis.

In a timely fashion sort and route Incoming materials from other departments.

Based on media release schedules, coordinate the distribution of public communications through email and social media.

Coordinate print quotes.

Data Management

Update, print, distribute and post all surveys.

Generate survey outcome reports as needed from all Genesee County Parks facilities.

Update all databases monthly.

Assist with the update and Input of all survey and marketing data.

Assist with marketing research using GCP survey results, internet, and other resources to make sound marketing and advertising decisions.

Operate reservation software to generate reports.

Projects

Based on current marketing plan, coordinate exhibits, promotional material, staff and assist at exhibits when needed.

On behalf of the marketing department, coordinate volunteers and assist with special volunteer projects.

Coordinate the print and distribution of all GCP flyers and brochures.

Traffic media: newspaper, radio and TV schedules based on GCP marketing plan.

Using survey data, assist with media purchases and the development of marketing plans.

Store marketing department backup materials for future projects.

Update the Parks websites as needed.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Knowledge of effective communications, both written and verbal.

Ability to read, write and speak clearly and effectively.

Ability to keep, prepare and maintain necessary reports and records.

Ability to create which may require lifting and construction.

Ability to maintain good interpersonal relationships with various groups, organizations, and individuals.

MINIMUM REQUIREMENTS:

One (1) year park experience or experience in an office providing clerical support in a marketing and high school graduate or equivalent or associate degree.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Willingness to work weekends, holidays, and irregular hours as scheduled. Must be courteous in dealing with others.

Ability to lift at least 60 pounds

Administrative Assistant
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of office tasks, including Microsoft Office programs, recordkeeping, providing Information concerning park facilities and programs; works under the supervision of the Full-Time Secretary; performs related duties as required.

STATEMENT OF TASKS:

Assists Full-Time Secretary in managing seasonal hiring
Assists Full-Time Secretary in recordkeeping
Assists Full-Time Secretary in the development of annual goals and evaluated progress in meeting goals
Obtains cost estimates for various items and assists in purchasing items
Prepares reports and maintains records as required by local, state, and federal agencies
Disseminates Information concerning Commission facilities, programs, and activities to the general public
Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects
Answers telephones
Performs minor maintenance duties, including assisting in office being maintained in an orderly manner
Maintains copy machine and base radio station
Acts as receptionist to Park visitors and Park staff
Assists reservation department, as required

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REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Ability to communicate effectively with the general public.
Ability to understand and carry out oral and written directions•
Ability to perform basic maintenance tasks.
Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
Ability to multi-task and prioritize workload.

MINIMUM QUALIFICATIONS:

Availability open to work regularly Monday thru Friday 8am to 5pm•

Ability to read and write.

Must have a valid driver's license.

Type 35wpm.

ADDITIONAL QUALIFICATIONS:

One year experience as a Park Office Aide with Genesee County Parks and maintaining a satisfactory employee evaluation OR Three (3) years of office experience or equivalent.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays and Irregular hours as scheduled or directed. Must be courteous in dealing with the general public and fellow staff members.

SEASONAL GENERAL PROJECT COORDINATOR

GENERAL STATEMENT OF DUTIES:

Performs a variety of administrative tasks; works under general supervision but also expected to work under own initiative; provides direction to subordinate employees; performs other duties as assigned.

STATEMENT OF TASKS:

- Supports the work of department supervisor
- Works independently on assigned projects
- Assists with project planning, development, implementation, oversight, and inspection
- Coordinates and assigns work to subordinate employees
- Coordinates projects as assigned by department supervisor
- Assists with purchasing matters
- Assists with scheduling subordinate employees
- Assists with training subordinate employees
- Ensures public and employee safety
- Ensures Park visitors comply with all applicable park rules and regulations
- Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs
- Prepares reports and maintains records as required or assigned.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively coordinate seasonal staff

Ability to prepare and maintain records and create reports

Ability to maintain good interpersonal relationships

Ability to communicate effectively both orally and in writing with the public and staff

Ability to carry out complex written and oral communication

Thorough knowledge of rules, policies, and procedures

Ability to assess and respond to emergency situations

Ability to read and write and be physically able to perform the work

Ability to use a computer

MINIMUM QUALIFICATIONS:

Possession of a valid driver's license

Seven (7) years' experience in Parks and Recreation, Administration, Maintenance or Operations

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours

SEASONAL GENERAL PROJECT SPECIALIST

GENERAL STATEMENT OF DUTIES:

Performs a variety of administrative tasks in the oversight and completion of Park projects and programs; works under general management; performs other duties as assigned.

STATEMENT OF TASKS:

- Supports the work of department supervisor
- Works independently on assigned projects
- Renders technical and/or professional advice and assistance to staff
- Researches and recommends projects and activities
- Conducts project planning, development, implementation, and inspection
- Assists with purchasing matters
- Trains subordinate employees
- Ensures public and employee safety
- Ensures Park visitors comply with all applicable park rules and regulations
- Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs
- Prepares reports and maintains records as required or assigned.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and maintain records and create reports

Ability to maintain good interpersonal relationships

Ability to communicate effectively both orally and in writing with the public and staff

Ability to carry out complex written and oral communication

Thorough knowledge of rules, policies, and procedures

Ability to assess and respond to emergency situations

Ability to read and write and be physically able to perform the work

Ability to use a computer

MINIMUM QUALIFICATIONS:

Possession of a valid driver's license

Ten (10) years' experience in Parks and Recreation, Administration, Maintenance or Operations

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours

Seasonal Parks Operations Consultant
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Analyzes various areas of Park Operations, works under own initiative;
Reports to the Director, performs related duties as required

STATEMENT OF TASKS:

Assists Staff with planning documents and grant applications
Assists Staff with policies and procedures
Assists Staff with project Inspections
Assists Staff with operations, maintenance, or highly skilled administrative tasks and projects

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions
Detailed knowledge of park planning and development principles.
Detailed knowledge of park maintenance and construction procedures.
Detailed knowledge of Parks operations, maintenance, and administration
Detailed knowledge of park infrastructure locations and operations
Ability to maintain good interpersonal relationships and communicate effectively with the co-workers and supervisors

MINIMUM QUALIFICATIONS:

Possession of a valid driver's license.
Twenty (20) years' experience in Parks and Recreation Administration, Maintenance and Operations

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.

Seasonal Parks Special Projects Adviser
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs complex and highly responsible tasks in the oversight and completion of special projects for the Genesee County Parks and Recreation Commission. Acts as point of contact through all phases of assigned projects including budgeting, planning, design, construction, inspection, and review. Works independently under the direction of the Parks and Recreation Director. Performs related duties as required.

STATEMENT OF TASKS:

Represents the interests of the Parks and Recreation Department;
Develops and maintains cooperative working relationships with governmental units, public and private organizations, county departments, stakeholders, and community members;
Attends meetings providing administrative support and coordination;
Develops and oversees preparation of internal and external project communications including correspondence, public communications, and media releases;
Assists in the development and recommendations of long-term plans and sustainability in relation to the assigned special projects;
Provides project coordination for assigned special projects;
Monitors and coordinates the construction process of assigned special projects;
Assists Staff with planning documents and grant applications;
Assists Staff with preparation of construction bid specification;
Assists Staff with policies and procedures.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.
Detailed knowledge of park planning and development principles.
Detailed knowledge of park maintenance and construction procedures.
Detailed knowledge of Parks operations, maintenance, and administration.
Detailed knowledge of park infrastructure locations and operations.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

Possession of a valid driver's license -AND-

Twenty-five (25) years' experience in park management AND/OR facility management AND/OR natural resource management AND/OR construction management

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.

SEASONAL RECREATION PROGRAMMER
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs responsible duties in the organization, planning, and implementation of recreation programs and special events for the general public; provides public assistance; assists in the safety of Park visitors and property; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

- Maintains good relationships with the general public, as well as public and private officials.
- Assists with the planning, development and organization of recreation programs and special events.
- Researches, plans, develops and organizes recreation programs at various Park locations.
- Executes recreation programs at various Park locations.
- Responsible for the set up and tear down of recreation programs and special events.
- Responsible for the preparation and maintenance of necessary reports and records.
- Evaluates and keeps records about programs that have been conducted.
- Assists in fund sourcing and sponsorship connections.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively with the general public, as well as the Park staff.
- Ability to maintain good working relationships with the general public and with other public and private officials in a highly visible posture.
- Ability to understand and carry out complex oral and written directions.
- Ability to maintain good interpersonal relationships.
- Ability to prepare and maintain necessary reports and records.
- Ability to plan, organize and conduct recreation programs.
- Knowledge of recreation programs.
- Ability to use a Windows-based computer

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent -AND-
- Two (2) years of park experience or experience in conducting or developing program activities and/or special events

SPECIAL REQUIREMENTS:

- Requires a valid Michigan driver's license.
- Requires working weekends, holidays and irregular hours as scheduled and/or as directed.
- May be required to wear a prescribed work uniform.
- Ability to lift at least 60 pounds.
- Must complete a CPR/First Aid certification course provided by Genesee County or provide proof of current certifications.

Parks & Recreation Intern
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of hands on and administrative tasks related to planning, maintenance, and improvement of public parks and recreation facilities. Works under general supervision. Performs related duties as required.

STATEMENT OF TASKS:

Supports daily maintenance and operations of parks grounds, trails, and facilities;
Assists in organizing events, programs, and volunteer activities;
Assists marketing division as needed;
Assists divisions in conducting site inspections and reporting on park conditions;
Collects data for park usage, visitor satisfaction, and resource management;
Supports ongoing sustainability or conservation projects;
Performs administrative tasks, including filing, inventory, or database entry;
Maintains a collaborative relationship with other Divisions of the Department.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.
Ability to adapt quickly to new responsibilities and shifting priorities.
Ability to work outdoors in varying weather conditions.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

Current student of an Associates, Bachelors, or Trades program, or recent graduate in studies related to the operation of a parks system.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.

Village Program/Operations Specialist
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Interprets buildings, artifacts, customs, and life in general as it relates to living in Michigan during the mid to late 1800's. Performs and demonstrates period folk customs, skills and crafts.

STATEMENT OF TASKS:

Demonstrates skills and crafts from the mid to late 1800's time period.
Interprets period skills, crafts, and methodology, as well as history of buildings, artifacts, and customs for visitors - this *may* include dramatization.
Instructs school children and other groups in the period skills and crafts.
Operates equipment and machinery as necessary to carry out assigned duties.
Participates in promoting, constructing, and interpreting exhibits, demonstrations, and programs related to historical Crossroads Village.
Disseminates information concerning the train, park area and other commission activities.
Performs routine maintenance, custodial duties, and household chores as assigned.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Skill to perform, demonstrate, teach, and interpret skills and crafts associated with the mid to late 1800's.
Ability to effectively communicate orally to individuals and groups.
Ability to interpret buildings and artifacts in the first person or as required.
Ability to accurately fill out forms and keep records.

MINIMUM REQUIREMENTS:

Ability to work individually and in a group.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and irregular hours as scheduled.
Will be required to wear a prescribed uniform or costume to comply with the Village dress code.
Must be courteous in dealing with the general public and fellow staff members.

Interpretive Specialist I & II
Genesee county Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Interprets buildings, artifacts, customs, and life in general as it relates to living in Michigan during the mid to late 1800's. Performs and demonstrates period folk customs, skills and crafts. Supervises assigned Village Program/Operation Specialists I & II and volunteers. Performs specialized work or skill required in the operation of Crossroads Village & Huckleberry Railroad. Performs other duties as required.

STATEMENT OF TASKS:

Demonstrates skills and crafts from the mid to late 1800's time period.
Interprets period skills, crafts, and methodology, as well as history of buildings, artifacts, and customs for visitors -this may Include dramatization.
May perform skilled work in the operation of the Huckleberry Railroad trains, including coupling cars, check running gear, braking system, and related components, including safety equipment.
Instructs school children and other groups in the period skills and crafts.
Operates equipment and machinery as necessary to carry out assigned duties.
Supervises assigned Village Program/ Operation Specialists and volunteers.
Participates in promoting, constructing, and interpreting exhibits, demonstrations, and programs related to historical Crossroads Village.
Disseminating information concerning the train, park area and other commission activities.
Research, acquisition, cataloging, restoration, and maintenance in connection with artifacts, historical buildings, or programs.
Performs routine maintenance, custodial duties, and household chores as assigned.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Skill to perform, demonstrate, teach, and interpret skills and crafts associated with the mid to late 1800's.
Ability to effectively communicate orally to individuals and groups.
Ability to interpret buildings and artifacts in the first person or as required.
Ability to effectively supervise and coordinate activities of other employees and volunteers.
Ability to accurately fill out forms and keep records.

MINIMUM REQUIREMENTS:

Two **(2)** years' experience in the skill, craft, or trade authentic to this historic period **OR** two **(2)** years' experience working at Crossroads Village & Huckleberry Railroad.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Will be required to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform or costume to comply with the Village dress code.

Must be courteous in dealing with the general public and fellow staff members.

INTERPRETIVE SPECIALIST ADDITIONAL DUTIES & TASKS:

Performs specialized work in retail/revenue operations, including retail merchandising, cash control policies & procedures, inventory, and entrance gate admission procedures. Maintains records and reports as required.

MINIMUM QUALIFICATIONS:

Three **(3)** years' experience working at Crossroads Village OR four (4) years working in retail.

Seasonal Assistant Village Program Supervisor Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Coordinates the daily programs, activities, and special events at Crossroads Village and Huckleberry Railroad. Performs a variety of jobs related to planning and conducting special events program activities and daily program/interpretive activities. Coordinates activities of other staff and volunteers in program/interpretive areas. Works under general supervision and performs other related duties as required.

STATEMENT OF TASKS:

Coordinates seasonal employees and volunteers in the interpretive division. Assists in the coordination and conducting of special event programs, and interpretive program activities.

Researches, recommends, and develops new program activities.

Evaluates and keeps records about programs that have been conducted.

Participates in programs as required.

Assists other individuals, groups, and organizations that cooperate with the Village to conduct programs.

Assists with the training and evaluation of seasonal interpretive staff.

Participates in promoting, constructing, and interpreting exhibits, demonstrations and programs related to Historical Crossroads Village.

Prepares and maintains necessary reports and records, including but not limited to, financial reports, attendance records, revenue records, and personal evaluations.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of interpretation

Ability to maintain necessary records and create reports.

Ability to effectively supervise employees.

Ability to create exhibits which may require lifting and construction.

Ability to communicate effectively both orally and in writing with the public and other park employees

Ability to maintain good interpersonal relationships with various groups, organizations, and individuals.

Seasonal Assistant Village Program Supervisor
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MINIMUM REQUIREMENTS:

Three (3) years of experience in coordinating and conducting interpretive programs and two (2) years of supervisory experience. Or other combination of training and experience.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Must be willing to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear uniform or costume as required.

Must be courteous in relations with customers, volunteers, concessionaries, and commission staff.

Seasonal Assistant Village Operations Supervisor
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Supervises the daily operations of Crossroads Village and Huckleberry Railroad and performs related duties as required; and works under supervision.

STATEMENT OF TASKS:

Supervises seasonal employees and Village volunteers.

Recommends and plans interpretive programs and special event programs to be held at Crossroads Village and Huckleberry Railroad.

Recommends products to be sold at Village and railroad concessions and is responsible for inventory control at concession operations.

Prepares and maintains necessary reports and records, including but not limited to, financial reports, attendance records, revenue records, payroll, cash control records, and personnel evaluations.

Handles large sums of money.

Works with maintenance supervisors as necessary to ensure proper maintenance of the village and railroad.

Serves as liaison to various Individuals or groups as assigned.

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REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of interpretation.

Knowledge of concession and retail operations, inventory, and cash control.

Ability to keep a variety of business records.

Ability to prepare and maintain necessary reports and records.

Ability to understand and carry out oral and written directions.

Ability to maintain good interpersonal relationships.

Ability to communicate effectively both orally and in writing with the public and other park employees.

MINIMUM QUALIFICATIONS:

Three **(3)** seasons of experience in park operations or retailing; **OR** two **(2)** years of college **AND** two **(2)** years of supervisory experience.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Willingness to work weekends, holidays or irregular hours as scheduled.

May be required to wear a uniform or costume.

Must be courteous in relations with customers, volunteers, concessionaires, and commission staff.

SEASONAL SAWMILL OPERATOR

GENERAL STATEMENT OF DUTIES:

Performs skilled tasks in wood processing; Performs and demonstrates skills and crafts; works under supervision of the Director of Railroad Operations but also expected to work under own initiative; performs other duties as assigned.

STATEMENT OF TASKS:

- Demonstrates wood processing, sawmill operations as scheduled and directed
- Operates equipment and machinery necessary to carry out assigned duties
- Properly handles and maintains the logs and cuttings as directed
- Assists in training staff in sawmill operations and safety
- Performs routine maintenance and custodial duties as assigned
- Ensures public and employee safety
- Ensures Park visitors comply with all applicable park rules and regulations
- Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Skill to perform, demonstrate, teach, and interpret skills and crafts associated with the sawmill.
Ability to operate various types of machinery and equipment related to operations and maintenance.
Ability to maintain good interpersonal relationships.
Ability to communicate effectively both orally and in writing with the public and staff.
Ability to carry out complex written and oral communication.
Thorough knowledge of rules, policies, and procedures.
Ability to assess and respond to emergency situations.
Ability to read and write and be physically able to perform the work.

MINIMUM QUALIFICATIONS:

Possession of a valid driver's license
Experience in logging, wood processing, or tree trimming and removal.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.
Must be willing to work outdoors in a variety of weather conditions.
May be required to wear a prescribed work uniform.
Ability to lift minimum of 50lbs.
Ability to use cant hook to roll logs onto Mill Platform.
Must be courteous in dealing with the general public and fellow staff members.

Horticulture Operations Supervisor
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of hands on and. Works under the supervision of the Park Horticulturist and Chief Park Horticulturist. Performs related duties as required.

STATEMENT OF TASKS:

Supervises employees of lower classifications;
Supervises invasive plant and pest management efforts, including identification, control protocols, and monitoring;
Supervises restoration initiatives, including identification of degraded or neglected sites, site analysis for plant selection, and maintenance practices;
Manages the arboretum database for tree collections;
Oversees native plant operations, including seed gathering, growing, etc.;
Assists with special projects as assigned;
Maintains and provides pesticide application;
Contact vendors and suppliers, secures quotes, and provides recommendations;
Performs horticultural and grounds maintenance tasks including landscape construction, planting, watering, fertilizing, pruning, pest management, propagation, tree removal, chipping, composting and general lawn maintenance;
Performs routine custodial work in arboretum buildings and grounds, including refuse and rubbish removal;
Operates and maintains arboretum equipment;
Assists in development and maintenance of arboretum roads, trails, paths, and fencing;
Maintains a collaborative relationship with other Divisions of the Department.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of horticultural maintenance and general maintenance practices.
Ability to operate and maintain arboretum equipment and tools correctly and safely.
Ability to understand and carry out complex oral and written directions.
Ability to adapt quickly to new responsibilities and shifting priorities.
Ability to work outdoors in varying weather conditions.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

Associates degree in Horticulture, Forestry, or related field AND three (3) years of related experience

-OR-

Four (4) years experience in landscape horticulture, arboriculture, floriculture, botany, landscape architecture or forestry AND college coursework in one of the areas listed

SPECIAL REQUIREMENTS:

Possession of a Certified Commercial Pesticide Applicator's License with categories of Right-of-Way and Ornamental or the ability to become certified within 45 days of employment.
Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.

For-Mar Grounds Manager
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of hands on and skilled duties in maintenance and management of For-Mar Nature Preserve & Arboretum grounds. Works under the supervision of the Park Horticulturist and Chief Park Horticulturist. Performs related duties as required.

STATEMENT OF TASKS:

Supervises employees of lower classifications;
Oversees routine mowing operations and herbicide applications for nuisance plant and weed control;
Manages the maintenance of walking trails and pathways including erosion control applications and pruning of nuisance vegetation;
Operates and maintains arboretum equipment;
Oversees and performs preventative maintenance on vehicles and equipment;
Transports trailered equipment and secures equipment from other divisions for projects;
Oversees management and maintenance of hardscapes, including accessible ramps, docks, retaining walls, trail markers, benches, fencing, etc.
Assists with special projects as assigned;
Contact vendors and suppliers, secures quotes, and provides recommendations;
Performs horticultural and grounds maintenance tasks including landscape construction, planting, watering, fertilizing, pruning, pest management, propagation, tree removal, chipping, composting and general lawn maintenance;
Performs routine custodial work in arboretum buildings and grounds, including refuse and rubbish removal;
Assists in development and maintenance of arboretum roads, trails, paths, and fencing;
Maintains a collaborative relationship with other Divisions of the Department.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of horticultural maintenance and general maintenance practices.
Ability to operate and maintain arboretum equipment and tools correctly and safely.
Ability to understand and carry out complex oral and written directions.
Ability to adapt quickly to new responsibilities and shifting priorities.
Ability to work outdoors in varying weather conditions.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

Three (3) years experience in landscape horticulture, arboriculture, floriculture, or forestry AND two (2) years experiences with operating light and heavy equipment, including not limited to fork lift, dump truck, tractors, and skid steer.

SPECIAL REQUIREMENTS:

Possession of a Certified Commercial Pesticide Applicator's License with categories of Right-of-Way and Ornamental or the ability to become certified within 45 days of employment.
Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.

Horticulturist I & II
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of horticultural maintenance and basic park maintenance; will be required to operate a variety of horticultural equipment, such as trucks, tractors, utility vehicles, tillers, and string trimmers; works under supervision but also expected to work under own Initiative.

STATEMENT OF TASKS:

Performs horticultural and grounds maintenance tasks including landscape construction, planting, watering; fertilizing, pruning, pest management, propagation, tree removal, chipping, composting and general lawn maintenance.

Assists in making minor repairs to buildings and equipment.

Performs routine custodial work in arboretum buildings and grounds, Including refuse and rubbish removal.

Assists In minor remodeling and light carpentry, such as building trellises, benches, arbors, and compost bins.

Operates and maintains arboretum equipment.

Assists in development and maintenance of arboretum roads, trails, and paths, fencing and signing.

Regularly maintains accurate records of daily planting and horticultural maintenance.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to accept and follow oral and written instructions given by superior in charge.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as staff.

Ability to learn and apply basic horticultural maintenance and general maintenance practices.

Ability to operate and maintain arboretum equipment and tools correctly and safely.

Thorough knowledge of park rules, policies, and procedures.

Ability to physically perform the work.

MINIMUM REQUIREMENTS:

Ability to physically perform the work.
Possession of a valid driver's license.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours as scheduled.
Must be willing to work outdoors in a variety of weather conditions.
Will be required to wear a prescribed uniform and must wear protective wear and safety gear when required.
Must be courteous in dealing with the general public and fellow staff members.
Possession of a Certified Commercial Pesticide Applicator's License or the ability to become certified within 45 days of initial employment.

UNIFORM REQUIREMENTS & REIMBURSEMENTS:

Will be required to purchase uniform prior to starting work. Employee will be reimbursed \$100 after the first (40) forty hours of employment (for first year employees) and \$50 for second and succeeding year employees. The \$100 for first year employees and the \$50 for second and succeeding year employees includes the purchase of safety shoes.

HORTICULTURIST II ADDITIONAL DUTIES & TASKS:

Coordinates subordinate employees.
Assists In development and maintenance of display gardens and arboretum nursery.
Assists in the coordination of the arboretum volunteer program and internship program.
Assists in Visitor Center operation, clerical, and housekeeping; Assists in inventory and collection of plant material.
Assists in development of databases and recordkeeping.
Assists in soil sampling, surveying, and mapping of the arboretum.
Assists In the development of programs, exhibits and arboretum newsletter.

MINIMUM QUALIFICATIONS:

One year (season) experience working as a Horticulturist at Genesee County Parks or related experience AND college coursework in landscape horticulture, floriculture, botany, landscape architecture or forestry. OR two years

(2 seasons) of related experience AND college coursework in landscape horticulture, floriculture, botany, landscape architecture or forestry.

SPECIAL REQUIREMENT:

Possession of a Certified Commercial Pesticide Applicator's License in ornamental and turf categories or the ability to become certified within 45 days of employment.

FOR-MAR PUBLIC PROGRAM & EVENT COORDINATOR
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs administrative and professional work in the development and execution of public programming and events for the Parks and Recreation Commission, provides coordination and training of staff, and performs related duties as required. This position works under the supervision of Park Naturalist & Chief Park Naturalist.

STATEMENT OF TASKS:

- Coordinates, mentors, and trains employees of lower classifications, or as assigned.
- Develops, coordinates, and executes public programming lesson plans/outlines.
- Leads, teaches, and trains public programming.
- Trains staff in public programming protocols.
- Develops, coordinates, and executes events.
- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events.
- Ensures park visitors comply with all applicable park rules and regulations.
- Liaises with community groups and organizations.
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to coordinate and train other employees.
- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good Interpersonal relationships and communicate effectively.
- Ability to utilize Outlook, Access, Excel and Publisher on Windows-based computer.

MINIMUM QUALIFICATIONS:

Two (2) years experience working as a For-Mar Educator and/or related experience AND college coursework in natural sciences, education, adaptive recreation, interpretation, parks and recreation, youth camps or related field.

-OR-

Three (3) years related experience.

SPECIAL REQUIREMENTS:

- Possession of a valid Michigan driver's license.
- Must be willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed. May be required to wear prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.
- Ability to physically perform the assigned work.

FOR-MAR PUBLIC PROGRAM & EVENT ASSISTANT
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs administrative and professional work in the development and execution of public programming and events for For-Mar Nature Preserve & Arboretum, and performs related duties as required. This position works under the direction of the Public Program & Event Coordinator and under the supervision of Park Naturalist & Chief Park Naturalist.

STATEMENT OF TASKS:

- Assists the Public Program & Event Coordinator.
- Assists with training employees of lower classifications, or as assigned.
- Assists in the development, coordination, and execution of public programming, including lesson plans/outlines.
- Assists in training staff in public programming protocols.
- Assists in the development, coordination, and execution of events.
- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events.
- Ensures park visitors comply with all applicable park rules and regulations.
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to coordinate and train other employees.
- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good Interpersonal relationships and communicate effectively.
- Ability to utilize Outlook, Access, Excel and Publisher on Windows-based computer.

MINIMUM QUALIFICATIONS:

One (1) year experience working as a For-Mar Educator and/or related experience AND college coursework in natural sciences, education, adaptive recreation, interpretation, parks and recreation, youth camps or related field.

-OR-

Two (2) years related experience.

SPECIAL REQUIREMENTS:

- Possession of a valid Michigan driver's license.
- Must be willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed. May be required to wear prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.
- Ability to physically perform the assigned work.

ENVIRONMENTAL EDUCATION ASSISTANT
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs professional work in environmental and outdoor education for the Parks and Recreation Commission, including developing and leading educational programs both on and off-site, conducting nature hikes, interpreting, and developing indoor and outdoor exhibits, assisting in the Visitors Center, provides coordination and training of staff, and performs related duties as required. This position works under the supervision of Park Naturalist & Chief Park Naturalist.

STATEMENT OF TASKS:

- Coordinates, mentors, and trains employees of lower classifications, or as assigned.
- Develops and conducts nature hikes and environmental/outdoor educational programs.
- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events.
- Assists in the installation and maintenance of demonstrations and community gardens.
- Ensures park visitors comply with all applicable park rules and regulations.
- Conducts programs at For-Mar, other park facilities, schools, and throughout Genesee County for people of all ages and abilities.
- Operates equipment and machinery as necessary to carry out assigned duties.
- Assists in the development and maintenance of projects and exhibits.
- Performs routine maintenance and custodial duties, as assigned.
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to coordinate and train other employees.
- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good Interpersonal relationships and communicate effectively.
- Ability to utilize Outlook, Access, Excel and Publisher on Windows-based computer.

MINIMUM QUALIFICATIONS:

One year experience working as For-Mar Educator and/or related experience AND college coursework in natural sciences, education, adaptive recreation, interpretation, parks and recreation, youth camps or related field.

-OR-

Two years' related experience.

SPECIAL REQUIREMENTS:

- Possession of a valid Michigan driver's license.
- Must be willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed. May be required to wear prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.
- Ability to physically perform the assigned work.

NOTICE: A work permit must be supplied by anyone under 18 years of age. They may be obtained at your High School or former High School.

FOR-MAR EDUCATOR
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs professional work in environmental and outdoor education for the Parks and Recreation Commission, including developing and leading educational programs both on and off-site, conducting nature hikes, interpreting, and developing indoor and outdoor exhibits, assisting in the Visitors Center, performing a variety of basic office tasks and performs related duties as required. This position works under the supervision of Park Naturalist & Chief Park Naturalist.

STATEMENT OF TASKS:

- Develops and conducts nature hikes and environmental/outdoor educational programs.
- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events.
- Assists in the installation and maintenance of demonstrations and community gardens.
- Ensures park visitors comply with all applicable park rules and regulations.
- Responsible for operating a cash drawer.
- Oversees the work performed by employees and volunteers.
- Conducts programs at For-Mar, other park facilities, schools, and throughout Genesee County for people of all ages and abilities.
- Operates equipment and machinery as necessary to carry out assigned duties.
- Assists in the development and maintenance of projects and exhibits.
- Performs routine maintenance and custodial duties, as assigned.
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects.
- Answers telephones and files documents.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good Interpersonal relationships and communicate effectively.
- Ability to utilize Outlook, Access, Excel and Publisher on Windows-based computer.

MINIMUM QUALIFICATIONS:

- Experience in natural science, education, adaptive recreation, interpretation parks and recreation, youth camps, or related field.
- Ability to physically perform the assigned work.
- Possession of a valid driver's license.

SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed. May be required to wear prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.

NOTICE: A work permit must be supplied by anyone under 18 years of age. They may be obtained at your High School or former High School.

SEASONAL FOR-MAR PARK ATTENDANT
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of basic tasks in the daily operation and maintenance of For-Mar Nature Preserve and Arboretum; including greeting visitors, assisting with projects, exhibits, animal care, special events and performs retail clerk/ cashier duties. Work is performed under general supervision; performs related work as required.

STATEMENT OF TASKS:

- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events.
- Ensures park visitors comply with all applicable park rules and regulations.
- Responsible for the operation of a cash drawer.
- Assists in the development, implementation, and maintenance of projects, and special events.
- Performs routine maintenance and custodial duties as assigned.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and carry out oral and written directions.
- Ability to maintain good interpersonal relationships and communicate effectively with the public and with other Park staff.
- Knowledge of the outdoors or ability to research needed information.
- Ability to perform basic mathematical computations.
- Ability to accurately fill out forms and keep records.
- Ability to communicate effectively with the public.
- Ability to work individually and in a group,
- Ability to read, write, and do basic math.

MINIMUM REQUIREMENTS:

- Ability to physically perform the work.

SPECIAL REQUIREMENTS:

- Willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed.
- May be required to wear a prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.
- Must complete a CPR/First Aid certification course provided by Genesee County or provide proof of current certifications.

Notice: A work permit **must** be supplied by anyone under 18 years of age. They may be obtained at your High School or former High School.

Seasonal For-Mar Park Day Camp Director
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

The Day Camp Director is responsible for planning, coordinating, and overseeing the overall camp program and implements all daily camp activities as approved by the Chief Park Naturalist. The Camp Director is responsible for communicating with parents/guardians, and other camp staff during and after camp hours of operation. The Camp Director is responsible for the care, safety, protection, and oversight of the camp environment, staff, and participants. The planning, preparation, and organization of daily activities and site set-up/clean-up as well as all administrative duties of camp, is a requirement of the Camp Director. Oversees the camp counselor(s) and junior counselor(s). Reports to Chief Park Naturalist.

STATEMENT OF TASKS:

- Ensures compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Oversees the development of the program and plans, and implements all camp activities, including weekly trips and special activities and/or assignments.
- Controls camp expenditures under an operating budget established by the Parks and Recreation Commission.
- Organizes and coordinates the camp staff weekly schedules (days off, hours worked, etc.).
- Administers and/or schedules trainings, as well as regular group meetings, with day camp staff.
- Produces forms, letters, and pertinent documents needed for the implementation of the camp.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Assesses the overall program to see if there are any changes that need to be made for optimal function. Makes recommendations to the Chief Park Naturalist when necessary.
- Distribute medication to participant, complete medication log accordingly and take care of all injuries.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.

- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

- Minimum 21 years of age.
- Have a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves.
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.

SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.

Seasonal For-Mar Assistant Day Camp Director
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

The Assistant Day Camp Director assists in the planning, coordinating, and overseeing the overall camp program and helps implement all daily camp activities as approved by the Chief Park Naturalist. The Assistant Day Camp Director communicates with parents/guardians, and other camp staff during and after camp hours of operation. The Assistant Day Camp Director is responsible for the care, safety, protection, and oversight of the camp environment, staff, and participants. Oversees the camp counselor(s) and junior counselor(s), as assigned. Reports to the Day Camp Director.

STATEMENT OF TASKS:

- Ensures compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Assists in the development of the program and plans, and helps implement all camp activities, including weekly trips and special activities and/or assignments.
- Assists in maintaining the operating budget established by the Parks and Recreation Commission.
- Assists in the organization and coordination of the camp staff weekly schedules.
- Assists in training and group meetings, with day camp staff.
- Produces forms, letters, reports, and pertinent documents, as required.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Assists in program assessment to see if there are any changes that need to be made for optimal function. Makes recommendations to the Day Camp Director when necessary.
- Distribute medication to participant, complete medication log accordingly and take care of all injuries.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

- Minimum 21 years of age.
- Have a minimum of 4 weeks of cumulative experience working with a population similar to that which the camp serves.
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.

SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.

Seasonal For-Mar Park Day Camp Counselor
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

The Day Camp Counselor is responsible for coordinating campers and ensuring their safety, development, growth, skill achievement, and general well-being. Maintains a schedule for camp participants, facilities and creates lesson plans for daily activities, organizes and leads various small and large daily group activities. Show a willingness to adapt to change as needed and have a passion for youth development. Reports to Day Camp Director.

STATEMENT OF TASKS:

- Ensure compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Monitor, evaluate, and care for camper health and well-being.
- Work with Parks staff in a collaborative manner.
- Greet campers and families upon arrival and orientate them to camp.
- Participate in all camp functions.
- Teach classes in a specialty area.
- Attend pre-camp, staff meetings and trainings.
- Help where needed in any area of camp to contribute to the successful operation of camp.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.

- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

- Minimum 18 years of age.
- Previous experience working with a population like that which the camp serves and/or experience working in a day camp setting or similar program preferred but not required.
- Valid Michigan Driver's License.

SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.

Seasonal For-Mar Park Day Camp Junior Counselor
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

The Day Camp Junior Counselor will be responsible for assisting the Day Camp Counselors with summer day camp programming and reports directly to the Camp Director and Counselors. The Day Camp Junior Camp Counselor is responsible for ensuring the safety, wellbeing, and excitement of campers. Day Camp Junior Counselor will aide in the execution of creative and thoughtful programming, create meaningful connections, show a willingness to adapt to change as needed, and have a passion for youth development. The Day Camp Junior Counselor is not to be solely responsible for the care and supervision of campers.

STATEMENT OF TASKS:

- Ensure compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Monitor, evaluate, and care for camper health and well-being.
- Work with Parks staff in a collaborative manner.
- Greet campers and families upon arrival and orientate them to camp.
- Participate in all camp functions.
- Aide in teaching classes as assigned.
- Attend pre-camp, staff meetings and trainings.
- Help where needed in any area of the day camp to contribute to the successful operation of camp.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.

- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

- At Least 16 years of age.

SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.
- Work Permit approved by school.

Seasonal Maintenance Worker Genesee County Parks & Recreation

GENERAL STATEMENT OF DUTIES:

Performs a variety of basic park maintenance tasks which require fine and gross motor skills; required to operate light duty equipment such as trucks, tractors, and 72" mowers; performs responsible duties in maintaining the safety of park visitors; receives supervision but is also expected to work under own initiative; performs related work as required.

STATEMENT OF TASKS:

Performs ground maintenance including mowing, raking, seeding, watering, planting, fertilizing, gather refuse and rubbish.

Ensure Park visitors comply with all applicable park rules and regulations.

Maintains good public relations with park visitors and disseminates Information about facilities, park activities, and related park programs.

Performs routine custodial work in park buildings.

Assists in making minor repairs to buildings and equipment.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and apply park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Parks staff.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

MINIMUM REQUIREMENTS:

Ability to physically perform the work.

Possession of a valid driver's license.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and Irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two (2) uniform shirts will be provided, additional shirts may be purchased.

Seasonal Maintenance Coordinator Genesee County parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of basic park maintenance tasks which require fine and gross motor skills; required to operate light to medium duty equipment such as trucks, tractors, mowers with a greater than 10 foot cutting width; performs responsible duties in maintaining the safety of park visitors; receives supervision from employees in higher grades but is also expected to work under own initiative; provides direction to subordinate employees; performs related work as required.

STATEMENT OF TASKS:

Performs grounds maintenance including mowing, raking, seeding, watering, planting, fertilizing, gather refuse and rubbish.

Ensure Park visitors comply with all applicable park rules and regulations.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Performs routine custodial work in park buildings.

Assists In making minor repairs to buildings and equipment.

Assists with scheduling and assigning work to subordinate employees.

Assists with training subordinate employees in park maintenance procedures.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to apply and teach park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Park staff.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to operate a wide variety of equipment such as 1-ton dump trucks, tractors with front end loaders, aerial bucket trucks, 16' width wing deck mowers, haul trailers with equipment, etc.

MINIMUM QUALIFICATIONS:

Ability to read and write and being physically able to perform the work.

Possession of a valid driver's license.

Three **(3)** years' experience as a park maintenance worker or similar maintenance experience, supervisory experience preferred.

Seasonal maintenance Coordinator

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SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed work uniform.

Certification in first aid and CPR.

Must be courteous in dealing with the general public, concessionaires, and fellow staff members.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two (2) uniform shirts will be provided; additional shirts may be purchased.

Seasonal Maintenance Specialist I & II Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of semi-skilled and skilled park maintenance tasks which require fine and gross motor skills; required to operate light to heavy duty equipment such as trucks, tractors, fork lifts, 5 yard dump trucks, septage hauling trucks, and mowers with a 10 foot cutting width and greater; performs responsible duties in maintaining the safety of park visitors; receives supervision from employees in higher grades, but also expected to work under own Initiative; provides direction to subordinate employees; performs related work as required.

STATEMENT OF TASKS:

Performs ground maintenance and routine custodial work in park buildings.
Ensures Park visitors comply with all applicable park rules and regulations.
Maintains good public relations with park visitors and disseminates Information about facilities, park activities, and related park programs.
Performs routine custodial work in park buildings.
Assists with scheduling and assigning work to subordinate employees.
Assists with training subordinate employees in park maintenance procedures.
Operates specialized equipment, including chainsaws, septage trucks, forklifts, and 4-wheel drive tractor/loaders.
Performs minor repairs to buildings and equipment, including minor electrical and plumbing repairs.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and apply park maintenance techniques.
Ability to correctly use and care for hand tools and light equipment.
Ability to understand and carry out oral and written directions.
Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Parks staff.
Ability to assess and respond to emergency situations.
Thorough knowledge of park rules, policies, and procedures.
Ability to operate a wide variety of equipment such as 1-ton dump trucks, tractors with front end loaders, aerial bucket trucks, 16' width wing deck mowers, haul trailers with equipment, etc.
Ability to perform simple building and structure construction and repair, including minor electrical and plumbing repairs.

Seasonal Maintenance Specialist I & II
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MINIMUM REQUIREMENTS:

Ability to physically perform the work.

Possession of a valid driver's license.

One year experience working as a Maintenance Coordinator at Genesee County Parks AND maintained a satisfactory employee evaluation OR Four (4) years similar maintenance experience.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

Ability to obtain a valid CDL class B driver's license with air brakes.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two {2} uniform shirts will be provided; additional shirts may be purchased.

MINIMUM QUALIFICATIONS:

One (1) year experience working as a Maintenance Specialist I at Genesee County Parks **AND** maintained a satisfactory employee evaluation

OR

Five (5) years similar maintenance experience.

SPECIAL REQUIREMENT:

Ability to certify as a Pesticide Applicator within 45 days of hiring as a Maintenance Specialist II.

Carpenter I & II Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs complex and highly technical tasks in the completion of special projects for the Genesee County Parks and Recreation Commission. Works independently under the direction of the Parks Superintendent. Performs related duties as required.

STATEMENT OF TASKS:

Reads and interprets blueprints, drawings, and technical specifications;
Measures, cuts, and assembles wood and other materials using hand and power tools;
Installs structures and fixtures such as windows, doors, flooring, cabinets, drywall, and framing;
Repairs or replaces damaged frameworks or structures;
Ensures projects are completed to specifications and building codes;
Maintains a clean and safe work environment;
Develops and maintains collaborative working relationships with all Parks Divisions;
Assists in the development and recommendations of long-term plans and sustainability in relation to the assigned special projects;
Provides project coordination for assigned special projects;
Monitors and coordinates the construction process of assigned special projects;
Assists Staff with planning documents.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.
Ability to read technical documents and drawings.
Ability to understand math and geometry.
Knowledge of building codes and regulations.
Detailed knowledge of safety policies and procedures.
Proficient skills in using carpentry tools, equipment, and materials.
Skilled experience with framing, cabinetry, roofing, flooring.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; vocational training or apprenticeship preferred, AND minimum five (5) years proven experience as a carpenter or similar role.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.

CARPENTER II

MINIMUM QUALIFICATIONS:

- Five (5) years' experience working as a Carpenter I.
-OR-
- High school diploma or equivalent, AND minimum ten (10) years proven experience as a carpenter or similar role.

Painter I & II

Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs complex and highly technical tasks in the completion of special projects for the Genesee County Parks and Recreation Commission. Works independently under the direction of the Parks Superintendent. Performs related duties as required.

STATEMENT OF TASKS:

Prepares surfaces for painting (e.g., cleaning, sanding, patching holes, masking);
Ensures consistency and accuracy in terms of color;
Applies paint, varnishes, stains, and other finishes using brushes, rollers, or spray equipment;
Protects surrounding areas;
Inspects painted surfaces for quality and touch up as needed;
Maintains tools and equipment to ensure good working condition;
Follows all safety guidelines and procedures;
Maintains a collaborative relationship with other Divisions of the Department.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.
Knowledge of painting materials and techniques.
Knowledge of tools such as brushes, rollers, sprayers, and power sanders.
Detailed knowledge of safety policies and procedures.
Ability to work on ladders and scaffolding.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; vocational training or apprenticeship preferred, AND minimum five (5) years proven experience as a painter.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.

PAINTER II

MINIMUM QUALIFICATIONS:

- Five (5) years' experience working as a Painter I.
-OR-
- High school diploma or equivalent, AND minimum ten (10) years proven experience as a painter.

Special Projects Lead
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs highly skilled tasks in the completion of special projects for the Genesee County Parks and Recreation Commission. Works independently under the direction of the Parks Superintendent. Performs related duties as required.

STATEMENT OF TASKS:

Oversees daily activities of Special Projects crew;
Coordinates the work of Special Projects crew;
Develops detailed project plans, timelines, and resource allocation for assigned projects;
Plans and coordinates non-routine and/or high-priority maintenance and improvement projects across the Parks system;
Leads the execution of special maintenance projects;
Collaborates with supervisors and divisions of the Parks Department;
Ensures adherence to safety protocols, quality standards, and timelines;
Maintains tools and equipment to ensure good working condition;
Tracks and reports project progress and resource needs to Parks Superintendent;
Maintains accurate records of all project activities, work orders, and materials;
Supports ongoing maintenance operations;
Maintains a collaborative relationship with other Divisions of the Department.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.
Skills in reading blueprints, technical drawings, and equipment manuals.
Ability to manage multiple projects in a dynamic environment.
Detailed knowledge of safety policies and procedures.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; vocational training or apprenticeship preferred, AND minimum five (5) years proven maintenance experience AND management experience.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.

Special Projects Worker Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs highly skilled tasks in the completion of special projects for the Genesee County Parks and Recreation Commission. Works under the direction of the Special Projects Lead and Parks Superintendent. Performs related duties as required.

STATEMENT OF TASKS:

Assists in the planning and execution of special projects throughout the Parks system;
Completes non-routine and/or high-priority maintenance and improvement projects throughout the Parks system;
Ensures adherence to safety protocols, quality standards, and timelines;
Maintains tools and equipment to ensure good working condition;
Communicates project updates to supervisors;
Maintains accurate records of all project activities, work orders, and materials;
Supports ongoing maintenance operations;
Performs general administrative and operational duties as assigned.
Maintains a collaborative relationship with other Divisions of the Department.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.
Skills in reading blueprints, technical drawings, and equipment manuals.
Ability to adapt quickly to new responsibilities and shifting priorities.
Detailed knowledge of safety policies and procedures.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; vocational training or apprenticeship preferred, AND minimum three (3) years proven maintenance experience.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.

FACILITIES ASSISTANT I
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs basic support tasks related to warehousing, supply distribution, and facilities operations; assists with inventory, deliveries, and basic recordkeeping; supports Swim Beach water quality monitoring under supervision; performs related work as required.

STATEMENT OF TASKS:

- Assists with the receipt, storage, and distribution of supplies, materials, and equipment.
- Assists with inventory counts and organization of warehouse stock.
- Collects weekly beach water samples during the summer season under supervision and delivers them to the health department for analysis.
- Posts beach water quality results at designated park locations as directed.
- Enters basic data into the work order and asset management systems.
- Performs routine cleaning, organization, and upkeep of warehouse and storage areas.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of warehouse organization and materials handling.
- Ability to follow oral and written directions.
- Ability to utilize work order management systems and apply general computer skills in daily operations.
- Ability to use work order or inventory tracking software and demonstrate general computer proficiency.
- Ability to follow MIOSHA standards for safety and health.
- Ability to perform routine physical tasks such as lifting, loading, and moving supplies.
- Ability to safely operate light-duty vehicles and small trailers, or willingness to learn to do so safely.
- Ability to establish and maintain cooperative working relationships with staff and vendors.

MINIMUM QUALIFICATIONS:

- Ability to read, write, and perform physical labor.
- Possession of a valid driver's license.
- Must be at least 18 years old.

SPECIAL REQUIREMENTS:

- Willingness to work weekends, holidays, and irregular hours as needed.
- Willingness to learn and apply inventory and recordkeeping procedures.
- Required to wear a prescribed work uniform and OSHA-approved safety-toed shoes/boots.

FACILITIES ASSISTANT II
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs intermediate-level warehousing, inventory, and facility support tasks; assists with purchasing coordination, asset tracking, Swim Beach sampling and drinking water system operations; works under general supervision; performs related work as required.

STATEMENT OF TASKS:

- Coordinates receipt, organization, and distribution of supplies, materials, and small equipment.
- Assists in maintaining accurate inventory levels through regular cycle counts and data entry.
- Performs weekly beach water quality sampling during the summer season and delivers samples to the health department in compliance with established protocols.
- Posts and maintain beach water quality documentation and assists with public information displays.
- Collects water samples from drinking water systems and transports them to the designated laboratory for analysis in accordance with established sampling protocols and safety procedures.
- Assists with entering and updating work orders, asset records, and inventory transactions in the work order and asset management systems.
- Supports procurement by obtaining price quotes, tracking order status, and assisting with purchase documentation.
- Provides logistical support for facility maintenance and special projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of warehouse operations, inventory control, and materials management.
- Ability to perform data entry and maintain records using work order, asset, and inventory management systems.
- Ability to follow established sampling and safety procedures when collecting and transporting water samples.
- Ability to communicate effectively with staff, vendors, and external agencies such as the health department.
- Ability to safely operate vehicles, trailers, forklifts, and related material-handling equipment.
- Ability to perform physical tasks and maintain safe working conditions in a warehouse environment.

MINIMUM QUALIFICATIONS:

- One (1) year experience as a Facilities Assistant 1 OR Two (2) years of progressively responsible experience in warehousing, inventory management, or facility operations.
- Ability to read, write, and perform physical labor.
- Possession of a valid driver's license.
- Must be at least 18 years old.

SPECIAL REQUIREMENTS:

- Must be able to obtain or maintain required training certifications (e.g., forklift operator, sampling procedures).
- Willingness to work weekends, holidays, and irregular hours as needed.
- Required to wear a prescribed work uniform and OSHA-approved safety-toed shoes/boots.

FACILITIES ASSISTANT III
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs advanced facility and warehouse operations, including purchasing coordination, inventory management, and water quality monitoring activities; serves as a lead worker for lower-level assistants; works under indirect supervision; performs related work as required.

STATEMENT OF TASKS:

- Leads and coordinates daily warehouse operations, including receiving, stocking, and distribution of materials and supplies.
- Maintains accurate inventory records, reconciles discrepancies, and prepares reports.
- Assists with procurement and purchasing functions, including vendor coordination, price comparison, and tracking deliveries.
- Conducts and oversees weekly beach water sampling, ensuring compliance with established health department protocols.
- Communicates and coordinates directly with the health department regarding beach water quality results and posting requirements.
- Prepares, posts, and updates beach water quality advisories and signage at park locations.
- Collects water samples from drinking water systems and transports them to the designated laboratory for analysis in accordance with established sampling protocols and safety procedures.
- Assists with drinking water system remediation activities when E. coli or other contamination is detected, including notifying appropriate agencies, implementing corrective actions, and ensuring compliance with health department directives.
- Monitors and enters data in work order and asset management systems, generating summary reports as needed.
- Provides logistical and administrative support for large facility projects and equipment deliveries.
- Trains and provide guidance to lower-level facilities assistants.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of inventory control practices, warehousing operations, and purchasing processes.
- Ability to interpret and follow health department protocols related to Swim Beach, as well as drinking water quality sampling and reporting.
- Proficiency in work order, asset management, and inventory tracking software systems.
- Skill in maintaining accurate records and preparing reports.
- Ability to coordinate logistics for multiple facilities and departments.
- Ability to lead and train others in safe and efficient work practices.
- Ability to work independently under indirect supervision and make sound decisions within established guidelines.
- Ability to safely operate vehicles, trailers, forklifts, and related material-handling equipment.

MINIMUM QUALIFICATIONS:

- Two (2) years' experience as a Facilities Assistant 2 OR Three (3) years of progressively responsible experience in warehousing, inventory management, or facility operations.
- Ability to read, write, and perform physical labor.
- Possession of a valid driver's license.

- Must be at least 18 years old.

SPECIAL REQUIREMENTS:

- Must be able to obtain or maintain required certifications (e.g., forklift operator, sampling safety, MIOSHA training).
- Willingness to work weekends, holidays, and irregular hours as needed.
- Required to wear a prescribed work uniform and OSHA-approved safety-toed shoes/boots.

MECHANIC ASSISTANT I
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs basic support tasks in the vehicle and equipment service facility; assists mechanics with routine maintenance activities; runs errands for parts and supplies; may deliver or pick up equipment using trailers; works under direct supervision; performs related work as required.

STATEMENT OF TASKS:

- Assists mechanics with simple service and maintenance tasks on vehicles, mowers, and other equipment.
- Performs shop cleanup, tool organization, and basic custodial tasks in the service facility.
- Runs errands to pick up parts and supplies.
- Assists in fueling, washing, and preparing vehicles and equipment for use.
- Performs equipment transport, delivery, and retrieval duties utilizing trailers, working under general or indirect supervision.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of tools and equipment.
- Ability to follow oral and written directions.
- Ability to utilize work order management systems and apply general computer skills in daily operations.
- Ability to follow MIOSHA standards for safety and health.
- Ability to perform routine physical tasks in a garage environment.
- Ability to safely operate light-duty vehicles, including up to ¾-ton pickup trucks, and to haul a 24-foot equipment trailer, or the ability to learn to do so safely.
- Ability to establish and maintain cooperative relationships with staff.

MINIMUM QUALIFICATIONS:

- Ability to read and write and perform physical labor.
- Possession of a valid Michigan driver's license.
- Must be at least 18 years old.

SPECIAL REQUIREMENTS:

- Willingness to work weekends, holidays, and irregular hours.
- Willingness to learn and apply entry-level mechanical skills, including preventive maintenance, troubleshooting, and basic repairs on fleet and grounds equipment.
- Required to wear a prescribed work uniform and OSHA-approved safety-toed shoes/boots.

MECHANIC ASSISTANT II
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs semi-skilled tasks in support of mechanics at the vehicle and equipment service facility; assists with preventive maintenance and repairs on vehicles, mowers, and other small equipment; hauls trailers with equipment to and from work sites; may provide guidance to Mechanic Assistant 1 employees; works under general supervision; performs related work as required.

STATEMENT OF TASKS:

- Supports mechanics by assisting with preventive and minor corrective maintenance activities including oil and filter changes, lubrication, brake servicing, and similar tasks on vehicles and trailers.
- Performs routine maintenance, inspections, and repairs on small equipment such as chainsaws, string trimmers, backpack blowers, and similar tools to ensure safe and reliable operation.
- Operates vehicles and trailers to deliver or pick up equipment.
- Runs errands for parts and supplies, ensuring correct parts are obtained.
- Performs routine safety checks on vehicles and trailers.
- Maintains organized shop records and assists with tool and parts inventory.
- Provides guidance and task instruction to Garage Assistant 1 employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of hand tools, power tools, and shop practices.
- Ability to follow oral and written directions.
- Ability to utilize work order management systems and apply general computer skills in daily operations.
- Ability to follow MIOSHA standards for safety and health.
- Ability to perform minor repairs under general supervision.
- Ability to safely haul trailers and operate light and medium-duty vehicles, including forklifts.
- Ability to establish and maintain cooperative relationships with staff and vendors.

MINIMUM QUALIFICATIONS:

- One (1) year experience as a Mechanic Assistant 1 OR Two (2) years of experience in equipment, automotive, or grounds maintenance, or equivalent training.
- Possession of a valid driver's license with trailer-hauling experience.
- Must be at least 18 years old.

SPECIAL REQUIREMENTS:

- Must be able to obtain or maintain required certifications (e.g., forklift operator, MIOSHA training).
- Willingness to work weekends, holidays, and irregular hours.
- Required to wear a prescribed work uniform and OSHA-approved safety-toed shoes/boots.

MECHANIC ASSISTANT III
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs advanced seasonal support in the vehicle and equipment service facility; assists mechanics with more complex maintenance and repair activities; responsible for hauling trailers and transporting equipment independently; serves as lead seasonal worker in the garage by coordinating Mechanic Assistant 1 and 2 employees; works under indirect supervision; performs related work as required.

STATEMENT OF TASKS:

- Performs repairs and service on vehicles, tractors, mowers, and other equipment.
- Performs preventive maintenance tasks with limited supervision.
- Transports equipment safely to and from job sites, including loading and unloading.
- Serves as lead seasonal worker in the garage, coordinating the work of Mechanic Assistants 1 and 2.
- Tracks and organizes parts, supplies, and service records.
- Ensures compliance with safety practices and reports hazards.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of tools, equipment, and shop practices.
- Ability to follow oral and written directions.
- Ability to utilize work order management systems and apply general computer skills in daily operations.
- Ability to follow MIOSHA standards for safety and health.
- Ability to perform semi-skilled maintenance and repairs under indirect supervision.
- Ability to safely haul trailers, operate light and medium-duty vehicles and operate a variety of heavy equipment, including Fork lifts.
- Ability to lead, train, and coordinate work of seasonal mechanics assistants.
- Ability to maintain accurate records and communicate effectively with mechanics and supervisors.

MINIMUM QUALIFICATIONS:

- Two (2) year's experience as a Mechanic Assistant 2 OR Four (4) years of experience in automotive, equipment, or grounds maintenance, including trailer operation.
- Possession of a valid driver's license with demonstrated trailer-hauling proficiency.
- Must be at least 18 years old.

SPECIAL REQUIREMENTS:

- Must be able to obtain or maintain required certifications (e.g., forklift operator, MIOSHA training).
- Possession of or ability to get a Class A CDL License without an air brake restriction and with a tank endorsement within 6 months of being hired as a Mechanic Assistant 3.
- Willingness to work weekends, holidays, and irregular hours.
- Required to wear a prescribed work uniform and OSHA-approved safety-toed shoes/boots.

Heavy Equipment Operator I & II Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of semiskilled and skilled park maintenance tasks which require fine and gross motor skills; required to operate light and heavy-duty equipment; performs responsible duties in maintaining the safety of park visitors; receives supervision from employees in higher grades, but also expected to work under own initiative; provides supervision to subordinate employees; performs related work as required.

STATEMENT OF TASKS:

Performs routine maintenance and repair of antique machinery, buildings, and all equipment.

Operates specialized equipment• shop and woodworking, heavy construction equipment.

Provides carpentry skills necessary for maintaining facilities.

Ensures Park visitors comply with all applicable park rules and regulations.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Supervises subordinate employees.

Assists In coordinating park projects.

Assists with training subordinate employees.

Performs minor repairs to buildings and equipment, including minor electrical, plumbing, and carpentry repairs.

Builds and maintains parking lots and roadways.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and apply park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as staff.

Ability to follow OSHA standards for safety and health.

Ability to assess and respond t() emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to operate a wide variety of equipment such as 1•ton dump trucks, tractors with front end loaders, aerial bucket trucks, equipment trailers, etc.

Ability to use tools common to the trade.

Ability to perform simple building and structure construction and repair, including minor electrical and plumbing repairs.

Heavy Equipment Operator I & II
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MINIMUM REQUIREMENTS:

Ability to physically perform the work.

Possession of a valid driver's license.

One (**1**) year experience working as a Maintenance Specialist III at Genesee County Parks **AND** maintained a satisfactory employee evaluation

OR

Seven (**7**) years similar maintenance experience.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform .

Must be courteous in dealing with the general public and fellow staff members.

Ability to obtain a valid CDL class A driver's license without restrictions, as required.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two (2) uniform shirts will be provided, additional shirts may be purchased.

HEAVY EQUIPMENT OPERATOR II ADDITIONAL TASKS AND DUTIES:

Coordinates Park projects

MINIMUM QUALIFICATIONS:

One year experience working as a Heavy Equipment Operator I at Genesee County Parks **AND** maintained a satisfactory employee evaluation **OR** Eight (8) years similar maintenance experience.

Operations Specialist I & II Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Responsible for the daily operations of assigned revenue generating facility (Wolverine Campground, Boat Launches, Mounds ORV). Performs basic work in collection of fees and issuing permits; selling concessions; provides security; disseminates park information; works under supervision, and performs related duties as required.

STATEMENT OF TASKS:

Issues permits, collects fees, prepares, and maintains bookkeeping records such as sales, Inventory, and registration reports and bank deposits, Registers visitors.

Ensures Park visitors comply with all applicable park rules, regulations, and state law.

Sells food, beverages, souvenirs, and other miscellaneous items in stores, concessions, and other locations.

Maintains an accurate inventory and stocks store with goods and supplies.

Responsible for a cash drawer.

Maintains good public relations with park visitors and disseminates information on park facilities, activities, and related park programs.

Performs grounds maintenance keeps areas of use clean and in orderly fashion.

Performs routine custodial work in park buildings.

Assists in minor repairs to buildings and equipment.

Conducts programs for all ages.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform basic mathematical computations.

Ability to prepare necessary reports and records.

Ability to understand and carryout oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Parks staff.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to learn and apply park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

MINIMUM REQUIREMENTS:

Ability to physically perform the work.

Possession of a valid driver's license.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

All applicants will be Issued two (2) uniform shirts, additional shirts may be purchased.

OPERATIONS SPECIALIST II

MINIMUM REQUIREMENTS:

Three (3) years experience as an Operations Specialist or relevant experience.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

All applicants will be Issued two (2) uniform shirts, additional shirts may be purchased.

Applicants for Wolverine Campground or Mounds ORV will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only.

Assistant Operations Manager I & II Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Responsible for the daily management of assigned revenue generating facility (Wolverine Campground, Boat Launches, Mounds ORV). Participates in daily operations; performs responsible duties in maintaining the safety of park visitors; works under supervision, but also expected to work under own initiative; provides direction to subordinate employees; performs related duties as required.

STATEMENT OF TASKS:

Issues permits, collects fees, prepares, and maintains bookkeeping records such as sales, inventory, and registration reports and bank deposits; Registers visitors.

Ensures Park visitors comply with all applicable park rules, regulations, and state law.

Assists in supervising and training subordinate employees.

Maintains an accurate Inventory and stocks store with goods and supplies.

Assists In preparation and maintaining of necessary reports and records, including financial reports, payroll personnel evaluations, and may handle large sums of money.

Maintains good public relations with park visitors and disseminates information on park facilities, activities, and related park programs.

Ensures proper maintenance of grounds and other related facilities.

Plans, develops, and conducts programs (Wolverine campground).

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to schedule, direct, and supervise subordinate employees.

Knowledge of methods used in keeping financial accounts and records.

Ability to maintain accurate and up-to-date inventory records.

Ability to prepare and maintain necessary reports and records.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to apply and teach park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out complex oral and written directions.

Ability to maintain good Interpersonal relationships and communicate effectively with the general public and Parks staff.

MINIMUM REQUIREMENTS:

Ability to read, write, and physically perform the work.

Possession of a valid driver's license.

Three years (**3 seasons**) experience working as an Operations Specialist at Genesee County Parks **AND** maintained a satisfactory employee evaluation

-OR-

Three (**3**) years' experience working in a campground with supervisory experience.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and Irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

All applicants will be Issued two (2) uniform shirts, additional shirts may be purchased.

ASSISTANT OPERATIONS MANAGER II

MINIMUM REQUIREMENTS:

Ability to read, write, and physically perform the work.

Possession of a valid driver's license.

One year (**1 year**) experience working as an Assistant Operations Manager at Genesee County Parks **AND** maintained a satisfactory employee evaluation

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and Irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

All applicants will be Issued two (2) uniform shirts, additional shirts may be purchased.

Applicants for Wolverine Campground or Mounds ORV will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only.

Operations Manager I & II Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of skilled professional duties in the operation and management of revenue producing facilities, including, but not limited to: Wolverine campground, Boat Launches, Mounds ORV Park, and Crossroads Village & Huckleberry Railroad . Supervises a wide variety of staff; performs related duties as required.

STATEMENT OF TASKS:

Assures the appropriate operation, programming, staffing & scheduling of assigned facilities.
Develops and maintains systems to handle customer relation issues.
Develops annual goals and evaluates progress towards those goals.
Assists with development of assigned facilities.
Assists with purchasing, planning and upkeep of all computer equipment, programs, and network connectivity needs.
Supervises development and implementation of recreational programs and special events for assigned facilities.
Supervises the hiring, scheduling, and training of a wide variety of staff.
Coordinates with the Park Superintendent and Director of Maintenance and Project Management to ensure the proper maintenance of facilities.
Supervises the preparation of all necessary reports and records generated by assigned facilities.
Prepares cost estimates, tentative budgets, and associated documents for assigned facilities and associated programs.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to schedule, direct, supervise and train subordinate employees.
Knowledge of parks and recreation functions and activities.
Knowledge of methods used in keeping financial accounts and records.
Ability to prepare and present complex oral and written reports.
Ability to assess and respond to emergency situations.
Thorough knowledge of park rules, policies, and procedures.
Ability to communicate clearly and effectively both orally and in writing.
Ability to use a computer and associated software.
Knowledge of park planning, development, and maintenance.
Ability to maintain good interpersonal relationships and communicate effectively with public and staff.
Ability to attend work regularly and work under stressful conditions.

MINIMUM REQUIREMENTS:

Ability to read, write, and physically perform the work.

Possession of a valid driver's license.

One year (1 season) experience working as an Assistant Operations Manager II at Genesee County Parks AND maintained a satisfactory employee evaluation

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform.

May be required to be on call.

All applicants will be issued two (2) uniform shirts, additional shirts may be purchased.

Applicants for Wolverine campground or Mounds ORV will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only.

OPERATIONS MANAGER II

MINIMUM QUALIFICATIONS:

One year (1 season) experience working as an Operations Manager at Genesee County Parks AND maintained a satisfactory employee evaluation.

CAMPGROUND MANAGER

Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Manages the daily operations of Wolverine Campground; works under the Parks Operations Manager but is expected to work under own initiative; performs related duties as required.

STATEMENT OF TASKS:

Supervises seasonal employees.

Handles large sums of money.

Coordinates with maintenance supervisors as necessary to ensure proper maintenance of revenue generating facilities.

Ensure Park visitors comply with all applicable park rules and regulations.

Develops and maintains systems to handle customer relation issues.

Oversees training of subordinate employees in campground and park procedures.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Assists the Parks Operations Manager with special events and facility programming.

Supervises the preparation of all necessary reports and records generated by the campground.

Assists with the hiring, scheduling, and training of Wolverine Campground.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to supervise and direct subordinate employees.

Ability to prepare and present complex oral and written reports.

Ability to assess and respond to emergency situations.

Ability to communicate clearly and effectively both orally and in writing.

Ability to use a computer and associated software.

Ability to attend work regularly and work under stressful conditions.

Thorough knowledge of park rules, policies, and procedures.

Knowledge of parks and recreation functions and activities.

Knowledge of concession and retail operations, inventory and cash control.

MINIMUM QUALIFICATIONS:

Ability to read and write and being physically able to perform the work.

Possession of a valid driver's license.

Five (5) years' experience in campground management, facilities management, retail management or customer relations.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed work uniform.

Certification in first aid and CPR.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two {2} uniform shirts will be provided.

Seasonal Operations Supervisor Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Supervises the daily operations of revenue generating facilities; works under the Parks Operations Manager but is expected to work under own initiative; performs related duties as required.

STATEMENT OF TASKS:

Supervises seasonal employees.

Serves as liaison to various individuals or groups as assigned.

Handles large sums of money.

Coordinates with maintenance supervisors as necessary to ensure proper maintenance of revenue generating facilities.

Ensure Park visitors comply with all applicable park rules and regulations.

Develops and maintains systems to handle customer relation issues.

Oversees training of subordinate employees in park operations procedures.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Assists the Parks Operations Manager with development of assigned facilities.

Assists the Parks Operations Manager with special events and facility programming.

Assists the Parks Operations Manager with tentative budgets, cost estimates, and associated documents for assigned facilities.

Supervises the preparation of all necessary reports and records generated by assigned facilities.

Supervises the hiring, scheduling, and training of assigned revenue generating facilities.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to supervise and direct subordinate employees.

Ability to prepare and present complex oral and written reports.

Ability to assess and respond to emergency situations.

Ability to communicate clearly and effectively both orally and in writing.

Ability to use a computer and associated software.

Ability to attend work regularly and work under stressful conditions.

Thorough knowledge of park rules, policies, and procedures.

Knowledge of parks and recreation functions and activities.

Knowledge of concession and retail operations, inventory and cash control.

MINIMUM QUALIFICATIONS:

Ability to read and write and being physically able to perform the work.

Possession of a valid driver's license.

Five (5) years' experience in operations management, facilities management, retail management or customer relations.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed work uniform.

Certification in first aid and CPR.

Must be courteous in dealing with the general public, concessionaires, and staff.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two {2} uniform shirts will be provided.

Seasonal Locomotive Engineer Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a highly technical and skilled trade *in* the operation of a steam-operated locomotive; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Operates a steam locomotive on an excursion line.

Maintains all necessary records and reports as required, including daily running reports and records.

Makes minor running repairs to engine and related equipment.

Explains to the public the principles of train operation and railroading,

Maintains brasses (brass bearings) and takes them up to the degree that is necessary.

Maintains the boiler in relationship to steam, fire and water. Uses whistle and hand signals as necessary.

Handles throttle to minimize wear and achieve maximum fuel economy.

Supervises subordinate employees.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Thorough knowledge of steam locomotive operations, Walschaerts valve-gear and the setting of valves, brasses, steam boilers whistle and hand signals.

Ability to operate a steam locomotive in a safe manner.

Ability to make minor repairs to engine and related equipment.

Ability to communicate with the public concerning the operation of a steam locomotive.

Ability to supervise subordinate employees.

Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS:

Two **(2)** years of experience in the operation of a steam locomotive -oil, wood, or coal fire.

SPECIAL REQUIREMENTS AND PROCEDURES:

Must be willing to work weekends, holidays and Irregular hours as scheduled and/or as directed.

Required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

Must have a valid driver's license.

UNIFORM REQUIREMENTS AND REIMBURSEMENTS:

Applicant will be required to purchase a uniform prior to starting to work. Applicant will be reimbursed \$150.00 after first forty (40) hours of employment (for first year employees} and each succeeding year, uniform reimbursements include safety shoe

Seasonal Steam Boiler Fireman
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a technical and skilled trade in the operations of a steam locomotive and/or stationary boilers and steam engines; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

May assist the engineer in the operation of the locomotive and related equipment.

Maintains fire, boiler water level, and steam pressure permitting steam locomotives, stationary boilers, and steam engines to perform satisfactorily.

Assists in the loading of fuel and taking on of water.

Constructs and maintains proper fire, whether coal, wood, or oil is used for fuel.

Keeps locomotive, stationary boilers, and engines clean.

May assist in the routine maintenance of railroad and Village operations.

Makes out necessary records or reports as required.

Explains to the public the functions of the fireman and the operation features of the engine or train.

May be required to provide leadership to subordinate employees.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGESKILLS, AND ABILITIES:

Good knowledge of railroad terminology and working procedures.

Ability to prepare written reports and records.

Ability to communicate orally with the public.

Ability to do locomotive maintenance as necessary.

Ability to provide leadership to subordinate employees.

Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS:

Ability to read and write.

Applicant must pass a physical examination.

One (1) year (**one season**) of experience in the operation of a steam locomotive -oil, wood, or coal fire.

SPECIAL REQUIREMENTS AND PROCEDURES:

Possession of a valid driver's license.

May be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

UNIFORM REQUIREMENTS AND REIMBURSEMENTS:

Applicant will be required to purchase uniform prior to starting work. Applicant will be reimbursed

\$150.00 after first forty (40) hours of employment {for first year employees) and each succeeding year. All uniform reimbursements include safety shoes.

Railroad Shop Worker I & II Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs technical and semi-skilled work in the maintenance and repair of locomotives, stationary boilers, steam engines and railroad cars; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Performs work in the assembly and disassembly of locomotives, stationary boilers, and steam engines.

Performs and assists in railroad coach inspections and repairs.

Performs work in the maintenance and/or repair of locomotives, stationary boilers, and steam engines.

Performs work in the maintenance and/or repair of track maintenance equipment. May be required to act as Engineer, Fireman, or operate track maintenance equipment.

May be required to provide leadership, train, or give direction to other employees.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of railroad terminology and working procedures.

Ability to prepare written reports and records.

Ability to communicate orally with the public.

Ability to do locomotive maintenance as necessary.

Ability to provide leadership to subordinate employees.

Ability to maintain good interpersonal relationships.

RECOMMENDED QUALIFICATIONS:

Two **(2)** years of railroad equipment or heavy equipment repair.

SPECIAL REQUIREMENTS AND PROCEDURES:

Possession of a valid driver's license.

Must be willing to work weekends, holidays and irregular hours as scheduled and/or as directed.

May be required to wear a prescribed uniform.

Must be courteous in dealing with the public and fellow staff members.

Must have a valid driver's license.

UNIFORM REQUIREMENTS AND REIMBURSEMENTS:

Applicant will be required to purchase uniform prior to starting to work. Applicant will be reimbursed \$150.00 after first forty (40) hours of employment (for first year employees) and each succeeding year. All uniform reimbursements include safety shoes.

MINIMUM QUALIFICATIONS:

One year experience as a Railroad Shop Worker I and maintain a satisfactory employee performance evaluation OR Three years' experience in railroad equipment or heavy equipment repair.

Specialty Equipment Operator
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Manufactures metal parts for the Railroad using various machining tools located in the Railroad Shop, such as lathes, Precision mills, heavy duty shapers, presses, welders, and other equipment used in the repair and maintenance of Railroad Equipment; works under own initiative; Reports to the Railroad Operations Manager, performs related duties as required

STATEMENT OF TASKS:

Manufactures parts per print using materials as specified using machines available at the Railroad Shop

Performs maintenance and/or repair on railroad equipment, machinery, and other equipment.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to correctly use and care for hand tools and light equipment.

Ability to use precision analog measuring equipment to accuracy of 0.0001".

Ability to operate lathes, vertical boring mills, horizontal and vertical mills, radial drill presses and hydraulic presses.

Ability to perform basic welding including mig, stick, gas and tig

Ability to understand and carry out complex oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the co-workers and Supervisors

MINIMUM QUALIFICATIONS:

Ability to read and write and being physically able to perform the work.

Have extensive knowledge of the use and application of machining tools.

Have extensive knowledge of materials used in a machine shop

Possession of a valid driver's license.

Ten **(10)** years' experience in machinery or equipment repair.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the supervisors and fellow staff members.

Two (2) uniform shirts will be provided, additional shirts may be purchased.

Park Ranger Sergeant
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs administrative, professional, and technical work for the Park Ranger Division, serves as Patrol Shift Commander as assigned, supervises Park Rangers as assigned, works under the supervision of the Chief Park Ranger, performs related duties as required.

STATEMENT OF TASKS:

Serves as Patrol Shift Commander as assigned, assuring orders, directions, communications, etc., of the Chief Park Ranger are carried out.

Manages schedules, supplies, assigns staff to work activities, evaluates overall job performance of subordinates, reviews and assures all assignments are completed satisfactorily.

Prepares and reviews reports, responds to public inquiries, patrols park properties.

Directs the maintenance of shift records and preparation of related reports.

Handles citizen complaints concerning departmental personnel.

Provides advice and assistance to road patrol units.

Assumes command of major accidents, crime scenes, and other situations requiring law enforcement assistance as necessary.

Assists in the development and implementation of departmental policies and procedures.

Oversees certifications and training required of Park Rangers.

Ensures equipment and vehicles are in compliance with established standards.

Oversees the operation of the firing range as needed, additionally serving as firearms instructor.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.

Ability to adapt to job and shift changes.

Skill in emotional regulation.

Ability to use a firearm and qualify quarterly on the approved course of qualification.

Ability to successfully complete a fitness test

MINIMUM QUALIFICATIONS:

High school diploma or GED AND 5 years Police experience, command experience preferred.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.

Possession of valid Michigan Vehicle Operator's license.

Must be willing to wear prescribed work uniform.

Ability to physically perform the assigned work.

Successful completion training course sponsored by the Michigan Commission on Law Enforcement Standards or equivalent, and on-going training as required by Chief Park Ranger.

GENESEE COUNTY PARKS

SEASONAL MARINE PATROL RANGER BOAT OPERATOR

GENERAL STATEMENT OF DUTIES:

Performs responsible work including the enforcement of Marine Law, and maintenance of public safety; Works under supervision and performs related duties as required. ***This a not a certified law enforcement position.***

STATEMENT OF TASKS:

Enforces marine law by patrolling Holloway Reservoir and Mott Lake in a boat.
Regular maintenance of the Ranger Patrol Boat and Ranger Patrol Vehicles.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe ALL of the duties an employee assigned to this class may be required to perform.

MAY BE REQUIRED:

To take Pleasure Boat Certification and CPR certification courses provided by departmental staff. Receive training and instruction in the use of power boat operation and associated equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of marine safety techniques.
Knowledge of first aid.
Knowledge of Holloway Reservoir and Mott Lake.
Ability to swim well.
Ability to operate radio equipment.
Ability to communicate orally effectively.
Ability to follow complex written and oral instructions.
Ability to maintain good interpersonal relationships.
Ability to attend work regularly and work under stressful conditions.

SPECIAL REQUIREMENTS:

No felony convictions, or misdemeanor drug or theft convictions.
Willingness to work an irregular work schedule, which includes weekends, holidays and evenings as directed.

Seasonal Park Ranger
Genesee County Parks & Recreation Commission

Contact Person: Chief Park Ranger

Phone: 810-249-3830

Email: parkswbteam@gcparks.org

GENERAL STATEMENT OF DUTIES:

The Police Park Ranger Division is a full-service law enforcement agency headquartered in Flint, Michigan. The Ranger Division currently consists of a Chief, Detective and 40 sworn, Full- time and Seasonal Park Rangers. The Ranger Division is the primary law enforcement agency assigned to patrol the Park Commission's properties. The Ranger Division enforce and investigate all laws including Federal, State, Marine and local ordinances with emphasis on community policing. The Ranger Division operates 24/7 year-round.

Genesee County Parks consists of over 11,000 acres with 26 developed park properties spread over two counties, in both urban and rural settings making it the largest county parks system in the State of Michigan. The parks property includes lakes, rivers, beaches, walking trails, horse riding, ORV, nature preserves and a 1800's theme park village with a steam engine passenger railroad system and paddleboat.

MINIMUM QUALIFICATIONS:

Must be 21 years of age

Must have a high school diploma or G.E.D. certificate

Must have a valid driver's license, with a driving record free of suspension, revocation and moving violations for the prior two years

No felony, assault, OWI or drug arrests or convictions

Pass background and drug test

Must be MCOLES certified, with minimum 1 year experience as a police officer

Must be willing to work weekends, nights, and holidays

Must be willing to assist other agencies including the City of Flint Police, Michigan State Police, and the Genesee County Office of Sheriff

Physically fit for duty, maintain proper height to weight ratio, free from physical impairments unless protected under the American Disability Act and MCOLES

Must be willing to work different patrol assignments, including vehicle, boat, pontoon, foot and ORV's

Must be willing to work large events that attract 50,000+ participants

SALARY AND BENEFITS:

Parks Rangers are only allowed to work 1450 hours per calendar year. At the time of this posting there is no offer of advancement.

Seasonal Park Ranger Detective
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

To conduct criminal investigations generated by the Genesee County Parks and Recreation Commission- Ranger Division.

STATEMENT OF TASKS:

In addition to tasks performed as a Seasonal Park Ranger the Seasonal Detective must:

Correct, prepare, follow-up, on criminal complaints to be presented to the Prosecutor Attorney office for review

Conduct suspect, victim, and witness interviews

Process criminal/traffic cases for District, Circuit and Family courts

Secure, process and maintain evidence

Conduct employee background checks

Maintain LEIN and Web-Station migration

Maintain good working relationships with the general public, victims, witnesses, co-workers, other law enforcement agencies

Perform any additional tasks requested by the Chief Ranger or the Director

MINIMUM QUALIFICATIONS:

MCOLLES Certified Police Officer

Currently employed as a Seasonal Park Ranger

SPECIAL REQUIREMENTS:

This position requires a varied shift schedule, as determined by the Chief Ranger. This position is at Will, non-union, non-benefit and holds no departmental seniority. The Seasonal Detective serves at the pleasure of the Chief Ranger or the Director.

The Seasonal Detective will be required to wear *business or court attire daily; except Fridays if no court proceeding is scheduled.

*Business Attire: Male-dress shirt/pants, tie. Female-dress shirt/pants or skirt.

*Court Attire: Male-Suit or sports coat with dress shirt/pants and tie. Female-pants suit or dress.

This position serves at the sole discretion of the Chief Ranger or the Director. This position has no authority to discipline, suspend or order Rangers to perform special tasks with the following exception: that of being the investigator and to supervise personnel working at the scene of a crime. The Seasonal Detective assignments are determined by the Chief Ranger and that of the Ranger Division needs.

Program Coordinator I, II, III
Keep Genesee County Beautiful

GENERAL STATEMENT OF DUTIES:

Coordinates daily programs, activities, and special events. Performs a variety of jobs related to planning and conducting program activities. Coordinates activities of other staff and volunteers. Works under general supervision *and* performs other related duties as required.

STATEMENT OF TASKS:

Support the work of the Program Director

Work independently on assigned projects that include beautification and community greening, litter and graffiti abatement and waste reduction and recycling

Coordinate and work directly with volunteers on the implementation of KGCB programs and activities

Assist in the coordination and implementation of events and program activities

Research, recommend, and develop new program activities

Participates in programs as required

Participates in promoting, constructing, and presenting programs

Performs office tasks that include filing, answering phone calls, returning emails, *record* management, report generation, program creation, monitoring, evaluation, event planning, curriculum development, volunteer training, maintenance of mailing lists

Attend and/or give presentations at local meetings representing KGCB.

Inventory KGCB materials and assist in their distribution.

Assist in marketing and promotion.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and maintain necessary records and create reports

Ability to effectively supervise volunteers

Ability to communicate effectively both orally and in writing with the public and staff

Ability to maintain good interpersonal relationships with diverse groups, organizations, and individuals

Ability to carry out complex written and oral communications

Ability to accurately fill out forms and keep records

Thorough knowledge of rules, policies, and procedures

Ability to assess and respond to emergency situations

Ability to read and write and be physically able to perform the work

Familiarity with the use of social media

MINIMUM QUALIFICATIONS

Two **(2)** years of experience in coordinating, developing, and conducting programs and two **(2)** years of supervisory experience or other combination of training and experience

Demonstrated excellence in organization and communication skills • Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint, Excel)

An interest in and willingness to pursue KCGB's mission

Valid Michigan driver's license

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the general public and fellow staff members

Required to regularly drive to sites within the City of Flint and Genesee County

Able to physically move materials to sites and perform physical work as needed (30- 50 pounds)

Certification In CPR and First Aid

PROGRAM COORDINATOR II

MINIMUM QUALIFICATIONS:

One year experience as a KGCB Program Coordinator with maintaining a satisfactory employee evaluation **OR** Three **(3)** years' experience in coordinating, developing, and conducting programs and three **(3)** years of supervisory experience or other combination of training and experience.

PROGRAM COORDINATOR III

MINIMUM QUALIFICATIONS:

Two years' experience as a KGCB Program Coordinator with maintaining a satisfactory employee evaluation **OR** Four **(4)** years' experience in coordinating, developing, and conducting programs and four **(4)** years of supervisory experience or other combination of training and experience.

RESERVATIONS AND ADMINISTRATIVE SPECIALIST

GENERAL STATEMENT OF DUTIES

Performs a variety of office tasks at assigned facility, including greeting public, answering phones, collecting reservation and event information, completing necessary paperwork, utilizing Microsoft Office programs and other reservation software, and providing information concerning facilities and associated programs

STATEMENT OF TASKS

- Support the work of the Parks Division Head(s)
- Disseminates information concerning facilities, programs, and activities to the general public
- Issues permits, collects fees, prepares and maintains records for programs and events
- Operates Windows-based computer and performs word processing as well as reservation software
- Answers telephones and directs calls accordingly
- Acts as receptionist to Park visitors and Park staff
- Assists reservation department, as required

The tasks specified are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Ability to communicate effectively with the general public.
- Ability to prepare and maintain necessary records and create reports
- Ability to accurately fill out forms and keep records
- Thorough knowledge of the rules, policies, and procedures
- Ability to understand and carry out oral and written directions
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
- Ability to multi-task and prioritize workload.

MINIMUM QUALIFICATIONS

- Availability open to work regularly Monday thru Friday
- Ability to read and write.

ADDITIONAL QUALIFICATIONS

- Two (2) years of office administrative experience or equivalent.
- Demonstrated experience in Windows and Microsoft Office Programs (Word, Powerpoint, Excel)
- Demonstrated ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

SPECIAL REQUIREMENTS

- Must be willing to work weekends, holidays and Irregular hours as scheduled or directed.
- Must be courteous in dealing with the general public and fellow staff members
- May be required to wear a uniform

Seasonal Flint River Watershed Coalition Kayak Flint Assistant

GENERAL STATEMENT OF DUTIES:

Assists in implementing paddle programs. Provides excellent customer service to Kayak Flint customers. Helps with marketing and promotion. Works under supervision of the Paddle Programs Coordinator and Seasonal Kayak Flint Leader; performs related duties as required.

STATEMENT OF TASKS:

Assist with promotion, preparation, implementation, and follow-up tasks for Kayak Flint programs
Assist with customer and equipment pick-up and shuttling
Assist with fleet maintenance
Assist with scouting and monitoring river conditions
Assist on the water during scheduled trips, programs, and workshops

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work outside in all weather conditions
Ability to follow directions and ask questions
Problem-solving skills
Ability to communicate the mission of Kayak Flint and the Flint River Watershed Coalition
Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

One (1) year of college or two seasons (6 months) of park experience or experience working with the public -AND- Valid Michigan Driver's license

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours as scheduled and/or as directed.
May be required to wear prescribed work uniform.
Must be courteous in dealing with the public, and fellow staff members
Able to physically move materials to sites and perform physical work (30 - 50 pounds)

Seasonal Flint River Watershed Coalition Kayak Flint Leader

GENERAL STATEMENT OF DUTIES:

Performs daily supervision of Kayak Flint operations and staff. Provides excellent customer service to Kayak Flint customers. Assists in planning paddle programs. Helps with marketing and promotion. Works under supervision of the Paddle Programs Coordinator; performs related duties as required.

STATEMENT OF TASKS:

Provides daily supervision of Kayak Flint operations, including rentals and supervision of Kayak Flint Assistants

Manage Kayak Flint communications

Coordinates with Paddle Programs Coordinator to set weekly staffing

Coordinates scheduling of Kayak Flint rentals

Manages customer rentals and payment process

Assists with covering shifts and large events as needed

Assists with scouting and clearing the paddle route

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Supervisory experience

Ability to handle and balance cash, make change

Proficiency with computers and cell phones/tablets

Ability to work outside in all weather conditions

Ability to communicate the mission of Kayak Flint and the Flint River Watershed Coalition, Genesee County Parks

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in coordinating, developing, and conducting programs -AND- two (2) years of supervisory experience or other combination of training and experience -AND-

Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

SPECIAL REQUIREMENTS:

Demonstrated excellence in organization and communication skills

Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint Excel)

An interest in and willingness to pursue FRWC's mission

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)

Seasonal Flint River Watershed Coalition Program Assistant

GENERAL STATEMENT OF DUTIES:

Creates and coordinates daily programs, activities, volunteer opportunities, and special events. Performs a variety of jobs related to planning and implementing activities. Coordinates activities of other staff and volunteers. Works under supervision of the Park Program Manager and performs other related duties as required.

STATEMENT OF TASKS:

Supports the work of the assigned division

Work independently on assigned projects that may include benthic monitoring, green infrastructure projects, river cleanups, or kayak programs, and others.

Coordinate and work directly with volunteers on the implementation of FRWC programs and activities

Research, recommend, and develop new program activities

Participate in programs as required

Participate in promoting, constructing, and presenting programs

Performs office tasks that include filing, answering phone calls, returning emails, record management, report generation, program creation, monitoring, evaluation, event planning, curriculum development, volunteer training

Attend and/or give presentations at local meetings representing FRWC

Assist in marketing and promotion

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and maintain necessary records and create reports

Ability to effectively supervise volunteers

Ability to communicate effectively both orally and in writing with the public and staff

Ability to maintain good interpersonal relationships

Ability to carry out complex written and oral communications

Ability to accurately fill out forms and keep records

Thorough knowledge of rules, policies, and procedures

Ability to assess and respond to emergency situations

Ability to read and write and be physically able to perform the work

Familiarity with the use of social media

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in coordinating, developing, and conducting programs -AND- two (2) years of supervisory experience or other combination of training and experience -AND- Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

SPECIAL REQUIREMENTS:

Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint, Excel)

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)

Seasonal Flint River Watershed Coalition Education Coordinator

General Statement of Duties:

Performs professional work in watershed education, including developing and leading educational programs, recruiting, training, and supporting educators, performing a variety of basic office tasks and performs related duties as required. This position works under the supervision of the Park Program Manager.

Statement of Tasks:

Recruit, train, support, and retain formal and informal educators to connect classroom learning to real-world problems around environmental issues.

Effectively communicate with diverse community partners, educators, students, school administrators, and other stakeholders

Coordinate and collaborate to develop and implement programs

Coordinate professional development opportunities for teachers, mentors, and youth

Organize and administer programming, including budgeting and reporting, as needed

Order, store, track, and distribute program materials and inventory including equipment supplies

Plan and implement the annual Student Summit

Coordinate the Flint River GREEN youth stream monitoring program, including in-school, out-of-school, and youth action projects.

Facilitate sample and data collection, management, and reporting

Organize the Storm Drain Stenciling program

Participate in community outreach by presenting at and/or attending community events

The tasks specified are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

Required Knowledge, Skills, and Abilities:

Excellent organizational skills, attention to detail, and commitment to follow through

Strong communication skills: written, verbal, facilitation, and public speaking

Ability to plan and design effective strategy that leads to program and participant success

Ability to comfortably use standard office equipment, technology, and software

Ability to work independently, identify and prioritize tasks, and utilize sound judgment

Experience working with grants, including program planning, satisfying grant requirements, data and documentation collections, and completing grant reporting

Demonstrated knowledge of school systems and youth education best practices acquired via experiential learning and/or formal education

Relevant interest in areas such as environmental quality, water quality, and watersheds

Participatory and respectful engagement with community stakeholders, board, and co-workers

Minimum Qualifications:

Bachelor's degree in education or an environmental field -AND- minimum two years' experience as an educator -AND- valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

Special Requirements:

Experience in navigating school systems, program development, outreach, and community collaboration

Knowledge and experience in place-based education principles, Next Generation Science Standards, and the National Curriculum Standards for Social Studies

Familiarity with the Flint River and its watershed

Experience as a volunteer and/or managing volunteers

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

Broad connections with the formal and informal education community

Ability to develop content/curriculum for teacher education

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)

Seasonal Flint River Watershed Coalition Paddle Programs Coordinator

General Statement of Duties:

Performs professional work in watershed education, including developing and leading Kayak Flint programs for all ages and abilities, supervising benthic monitoring programs, volunteer recruitment, training, and support for river cleanups, performs a variety of basic office tasks and related duties as required. This position works under the supervision of the Park Program Manager.

Statement of Tasks:

Oversee all aspects of the Kayak Flint programs, including outreach paddles, private paddles, iKayak, VIP paddles, learn to kayak programs, and others
Create and implement new programs
Train and supervise staff associated with paddle programs
Responsible for working with maintenance staff on van and trailer(s) maintenance
Track and maintain inventory of the programs assets
Monitor river conditions for safety and accessibility
Assist with coordinating river cleanups including Stewardship Day
Oversee all aspects of the Benthic Monitoring Program
Coordinate with MiCorps to maintain protocol and standards
Coordinate Stonefly Monitoring event
Coordinate and implement Vernal Pool Patrol program
Recruit, train, and support volunteers associated with kayaking, monitoring, and cleanups

The tasks specified are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

Required Knowledge, Skills, and Abilities:

Excellent organizational skills, attention to detail, and commitment to follow through
Strong communication skills: written, verbal, facilitation, and public speaking
Ability to plan and design effective strategy that leads to program and participant success
Ability to comfortably use standard office equipment, technology, and software
Ability to work independently, identify and prioritize tasks, and utilize sound judgment
Experience working with grants, including program planning, satisfying grant requirements, data and documentation collections, and completing grant reporting
Relevant interest in areas such as environmental quality, water quality, and watersheds
Participatory and respectful engagement with community stakeholders, board, and co-workers
Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.
Values that align with FRWC's mission to protect, promote, and improve the Flint River Watershed

Minimum Qualifications:

Four (4) years of experience creating and implementing outdoor education programs for all ages

and abilities -AND- four (4) years of supervisory experience -AND- Hold American Canoe Association Level 2: Essentials of Kayak Touring certification with an Adaptive endorsement -AND- Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

Special Requirements:

Benthic monitoring experience

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)

Certification in CPR and First Aid