



EMPLOYMENT OPPORTUNITY

LOCATION: Highline Lake State Park
POSITION: Temporary Parks Officer, Fully Commissioned Ranger
(Temporary)
PAY RATE: FROM \$15.00 PER HOUR
HIRE DATE: April-May

Housing (If Available) - Individuals over 21 must pay a nominal fee.

DUTIES:

This is an armed law enforcement position that enforces all applicable Colorado State Laws, rules and regulations fairly and consistently. This includes but is not limited to Parks and Wildlife laws (Title 33), Traffic code and Criminal Code. Patrols park areas by vehicle, bicycle or foot. Responds to emergencies and resolves visitor complaints. Issue penalty assessments and summons to violators. Performs prisoner transports and book-ins at the County Jail. Performs clearances of vehicles and individuals contacted in the field. Will complete reports and may be required to appear in court. Positions located on water based recreation parks will conduct inspections on boats and other water craft for aquatic nuisance species and will need to take appropriate action upon discovery of such species. Positions may also assist with revenue collection and verification, visitor services operations, education and interpretive programs. Certain parks may have specific lake, river and backcountry duties and requirements. This position will also assist with all areas of daily park operations, Assures quality customer service, facility maintenance, repair and cleanliness, assists with fee collection, accounting and deposits, and environmental education programs.

NOTE:

This position is up to 40 hours per week and up to six months in duration. School schedules can be accommodated. **Any one position may not involve all of the specified duties or knowledge, skills and abilities, nor are the listed examples exhaustive.**

EXAMPLES OF WORK

- Enforces the laws of Colorado and park rules and regulations by use of citations, warnings and custodial arrests.
- Prepares criminal cases for prosecution, makes court appearances as required, and reports final case dispositions.
- Patrols the assigned area by emergency equipped vehicle, on foot, and/or by use of specialized vehicles (motorcycle, boat, ATV, etc.).
- Provides protection and security for park visitors and their property.
- Provides first aid and CPR to injured visitors and/or employees.



- Coordinates and conducts search and rescue/recovery operations.
- Organizes and conducts investigations and makes reports related to homicides, suicides, drowning and motor vehicle and personal injury accidents in the assigned area.
- Conducts and cooperates in investigations involving narcotic drugs with other law enforcement agencies.
- Seizes, collects and processes evidence while maintaining a proper chain of custody for use in criminal prosecution.
- Participates in and/or coordinates law enforcement services at special events in assigned facilities.
- Controls and removes dangerous, injured or diseased animals from areas where they could harm themselves or visitors.
- Assists park visitors by providing information and directions and answering questions.
- Prepares and submits financial reports and purchase orders.
- Maintains accurate, up-to-date records and files for assigned facilities.
- Promotes public relations by giving educational programs to schools, civic groups and park users concerning the state park system, law enforcement and security.
- Conducts annual physical inventories of all accountable division property.
- Performs safety and security inspections in assigned facilities.
- Provides security for collected fees and funds and makes bank deposits as required.
- Performs other related duties as assigned.

REQUIREMENTS:

- Appear before an oral interview board.
- Must be at least 21 years of age
- Must possess and maintain a valid driver's license
- Must be free of felony convictions or pending charges. Consideration will be given to all other previous violations of law, including misdemeanor violations, domestic violence, traffic and conservation laws.
- Must have successfully completed a (P.O.S.T) certified law enforcement academy and be eligible to be certified as a peace officer in the state of Colorado.
- Must have or be able to attain valid current First Aid and CPR certifications
- Must be able to pass day and night firearms qualifications with duty weapon (weapon provided)
- Must be able to lift 50 pounds repeatedly
- Must be able to work various shifts, weekends and holidays
- Applicants must successfully complete a comprehensive background check
- Applicants must successfully complete a psychological evaluation.
- Applicants must successfully complete a medical physical exam.



- Must attend and successfully complete required Colorado State Park training (may include full exposure to OC spray)
- Arkansas Headwaters Recreation Area requires extensive whitewater experience and proficiency in class IV-V whitewater for some of its ranger positions. Applicants will need to complete a 24 hour swift water rescue class.
- Some parks require prior boating operation and experience for some ranger positions.
- Preference may be given to applicants with or working towards a Natural Resources degree or similar education.

PHYSICAL REQUIREMENTS:

This position will perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

EXAMPLES OF KNOWLEDGES, SKILLS AND ABILITIES

- Working knowledge of the procedures, techniques and practices used in law enforcement work.
- Working knowledge of Colorado statutes relating to state parks and criminal law.
- Working knowledge of the policies, programs and procedures of state park operations.
- Working knowledge of the fundamental principles of safety practices and methods.
- Ability to administer first aid and CPR.
- Ability to communicate effectively; to perceive color differences; to hear verbal and radio communications; and to interact with individuals of diverse social, cultural, economic and educational backgrounds.
- Ability to establish and maintain working relationships with other employees, government officials and the general public.
- Ability to develop and maintain clear and concise records, reports and files.
- Ability to operate specialized vehicles skillfully after prescribed training.
- Ability to display a proficiency in physical arrest tactics and firearms usage after prescribed training period.

WORK CONTEXT:

In addition to work activities, below is a list of means and manner of conducting duties in this position:

In an Enclosed Vehicle or Equipment — Travel via vehicle, etc is required for this position. Job duties for this position cover various areas of Colorado and require operation of 4 wheel drive vehicles, ATV's, towing trailers, operating boats, etc.



Freedom to Make Decisions — Decisions are made on a daily basis. Part of the decision-making responsibility is to determine what level is appropriate for each decision and to forward with background information and recommendations those decisions that need supervisory authority.

Telephone — The phone is also a primary means of communication for this position, and used daily.

Outdoors, Exposed to Weather — Fieldwork for this position is necessary and the worker will be outdoors, exposed to weather at least weekly if not daily.

Deal With External Customers — Dealing with external customers is critical to the position and extremely important

Electronic Mail —This is one of the primary means of communication for this job. Email is used at least weekly if not daily.

Face-to-Face Discussions — Face to face discussions/meetings occur at least weekly if not daily.

Structured versus Unstructured Work — This job is more unstructured than structured. Work often exceeds time available and it is workers duty to prioritize tasks, and deal with prioritizing unscheduled work that arises.

Duration of Typical Work Week — The number of hours worked is, on average, but not limited to, 40 hours per week. Shifts are generally 10 hours and days off are generally Monday - Friday. Shifts will include weekends and holidays.

Consequence of Error — Error in this position could result in minor to serious implications if the mistake that was not readily correctable (depending on the situation).

Letters and Memos —Letters and memos are written on a weekly basis. Most written communication is handled electronically via email.

Contact With Others —Contact with others occurs daily and should be considered one of the critical contexts for the position.

Work With Work Group or Team — As explained above, contact with others is critical to the position and is almost always working in a group or as part of a team.



Indoors, Environmentally Controlled — Fieldwork for this position is necessary; however, a large portion of training will occur in a classroom or other controlled indoor environment.

Uniforms

The park may provide some uniform items. Employee will be required to purchase limited uniform items at their own expense.

FOR APPLICATIONS AND INFORMATION CONTACT:

Highline Lake State Park

Phone: 970-858-7208/Fax: 970-858-5150

Park E-mail: highline.park@state.co.us

www.parks.state.co.us