

**CITY OF WHITEFISH**  
**An Equal Opportunity Employer**  
**POSITION DESCRIPTION**

Position Title:	Beach Ranger	Range: Seasonal 12 (Steps 1-5)
Department:	Parks and Recreation	Salary Range: \$14.76 - \$15.97
FLSA Status:	Non-exempt	

**General Purpose**

Performs a variety of duties directly related to the safe and efficient operation of Whitefish City Beach including boat inspections, law enforcement and maintenance.

**Supervision Received**

Works under the general guidance and direction of the Community Services Coordinator.

**Supervision Exercised**

Beach Ranger Assistant

**Essential Duties and Responsibilities**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

*It is expected that every employee should be on time, fully prepared, every day that the employee is scheduled to work. We expect every employee to strive for perfect attendance.*

- Maintains a safe, leisure environment for all beach patrons and staff.
- Provides direct supervision of Beach Ranger Assistant's conduct and work performance.
- Inspects watercraft for Aquatic Invasive Species (AIS) at the City Beach Boat Launch and Whitefish Lake State Park. Accurately and consistently records data pertaining to inspections. Performs boat decontaminations as needed.
- Collects boat launch daily and season pass fees. Supervises and approves all boat launch cash deposits.
- Enforces all park and recreation rules, policies and procedures. Educates patrons and issues citations as needed.
- Ensures facility and parks maintenance standards for beach area, decks, walkways, boat dock, bathrooms, and adjacent park areas.
- Responds to emergencies and initiates the emergency action management plan when necessary.
- Responds to incidents as necessary.
- Maintain and submits all necessary reports and forms in a timely manner.
- Adheres to a schedule as agreed by the employee and Community Services Coordinator.
- Performs other duties as assigned.

- Works a varying schedule, including mornings, evenings, weekends and holidays
- Adheres to all policies and procedures as outlined by the Parks and Recreation Department
- Performs other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience**

- High maturity level and proven record of responsibility
- Selected candidates will be trained as a Level 1 inspector if they do not have the certification at the time of hire.
- Current CPR and First Aid Certification

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of AIS inspection and flow of boat launch preferred.
- Ability to provide excellent customer service in challenging situations
- Ability to work independently and without extensive supervision
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the general public.

**SPECIAL REQUIREMENTS - None**

**TOOLS AND EQUIPMENT – Boat inspection equipment**

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. he employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and potentially lift the body weight of any adult in distress. Specific vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, cleaning supplies.

The noise level in the work environment is usually moderate during preparation and clean up periods while moderately loud during work sessions.

**SELECTION GUIDELINES**

Formal application, rating of maturity and responsibility levels through an oral interview and reference check; job related tests may be required.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature / Date

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Supervisor Signature / Date