

**PLEASE POST FOR ALL APPLICANTS TO READ  
MACON-BIBB COUNTY GOVERNMENT**

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| <b>POST DATES:</b> 4/25/17 until Filled                  | <b>EEOC CODE:</b>                                      | <b>CLASS CODE:</b>                              |
| <b>CLASSIFICATION TITLE:</b> Head Law Enforcement Ranger |  |   |
| <b>JOB CLASS:</b> 14/01                                  |  | <b>Hourly Salary:</b> \$18.71                   |
| <b>WORK WEEK:</b> Varies                                 |  | <b>WORK HOURS:</b> Varies                       |
| <b>DEPARTMENT:</b> Recreation/Lake Tobesofkee            |  |   |
| <b>DEPT. HEAD:</b> Reggie Moore                          |  |   |
|  | <input checked="" type="checkbox"/> <b>REPLACEMENT</b> | <input type="checkbox"/> <b>NEW REQUIREMENT</b> |

**SUMMARY:**

The Head Law Enforcement Ranger is responsible for enforcing state laws and county ordinances within the Tobesofkee Recreation Area.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Enforces state laws and county ordinances within the Tobesofkee Recreation Area.
- Patrols all areas on a regular basis to include parks, camping areas, beaches, boat ramps, Lake Tobesofkee, and surrounding areas.
- Issues citations and makes arrests for violations of state laws and county ordinances.
- Investigates boating accidents, motor vehicle accidents, and additional accidents within the Tobesofkee Recreation Area.
- Investigates and takes reports on crimes committed with the Tobesofkee Recreation Area; testifies in court as necessary
- Conducts search and rescue efforts on the water and within the surrounding areas.
- Assists with the supervision of lifeguards during the summer season; may be responsible for site lifeguard program.
- Assists Lake Tobesofkee personnel with office duties as needed.
- Responds to complaints from Tobesofkee Recreation Area property owners and visitors to lake property.
- Maintains all issued equipment including gatehouse camera systems.
- May oversee site water testing program; may serve as the site's safety officer.

- Supervise all Rangers for Lake Tobesofkee.
- Assist the manager in scheduling the Rangers for all facilities.
- Assists with inventory check of all equipment assigned to Law Enforcement Rangers.
- Must complete a minimum of 40 hours of POST training classes each year.

***KNOWLEDGE, SKILLS, AND ABILITIES:***

The Law Enforcement Head Ranger must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of state criminal laws, state boating laws, and county ordinances.
- Knowledge of law enforcement processes, including arrests.
- Knowledge of applicable state and federal laws and county and department policies and procedures.
- Knowledge of first-aid and CPR techniques.
- Skill in operating power boats and other watercraft.
- Skill in the use of firearms, communications equipment, photographic equipment, and other standard and specialized equipment.
- Skill in the use of physical restraint methods and equipment.
- Skill in interpersonal relations as it pertains to conflict resolution.
- Skill in operating emergency vehicles.
- Skill in oral and written communication.
- Skill in management and supervision.
- Ability to swim.
- Ability to meet current requirements set forth by the Peace Officers Standards and Training Council for the State of Georgia.

***MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:***

The Law Enforcement Head Ranger should possess, at minimum, a high school diploma or equivalent. Preferred to have some law enforcement experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

***NECESSARY SPECIAL REQUIREMENTS***

- Possession of POST certified or possess the ability to become POST certified within the first year of employment.
- Possession of a valid Georgia Motor Vehicle Operator’s License.

***SUPERVISORY CONTROL AND RESPONSIBILITIES:***

The Law Enforcement Head Ranger are responsible for the supervision of all Park Rangers.

**TRAVEL:**

The Law Enforcement Head Rangers are required to travel frequently through the recreation area and occasionally to other parts of Macon-Bibb County.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO  
PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, coworkers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, and the general public, often involving problem-solving and conflict resolution.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**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. The employee must be able to restrain people, lift light or heavy objects, use tools requiring a high degree of dexterity and distinguish between shades of color.

**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. The work is typically performed in both an office and at outdoor facilities. The position may require exposure to harsh or unpleasant conditions.

*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*