



VACANCY ANNOUNCEMENT

Title: Park Ranger

Application Period: Open until filled

Starting Salary Range: \$27,500 - \$32,500

Schedule: Must be able to work a flexible schedule including evenings, weekends, and holidays

Principal Functions:

The Park Ranger performs day-to-day protection and resource management functions. The incumbent operates power equipment and motor vehicles, performs manual labor requiring heavy lifting, and occasionally works in hazardous and under adverse weather conditions. He/she bears responsibility for implementing approved plans and procedures to ensure park safety and security for visitors, staff, and property, provides first aid, and responds to various emergency situations. The incumbent also performs resource management tasks associated with historic scene restoration, trail and fence maintenance and construction, and hazardous tree removal. The incumbent will be required to obtain/maintain CPR/First Aid certifications.

The Park Ranger may have the opportunity to develop skills necessary to provide interpretive support for Civil War Adventure Camp programs, History Day Camps, and other special programs, lead custom tours, and serve as a backup educator and costumed interpreter. The incumbent may also have the opportunity to participate in the maintenance of the Park's library and execute functions related to basic historical services offered by the Park.

Responsibilities:

The Park Ranger will:

- Effectively perform duties related to the opening and closing of the Park to include unlocking gates and buildings and securing same, operation of electronic alarm systems, and safety inspections of the Park's trail system
- Be fully responsible for the cleaning, maintenance, and appearance of the Park's trail system to include cleaning and checking exhibits, clearing trails of leaves and debris, and bringing the trails to the high appearance standards of the Park
- Participate in cutting and trimming of Park grounds, maintain trees and shrubbery, and perform leaf and litter removal
- Respond to emergencies to include security, fire, equipment, medical, and inclement weather related situations and take the appropriate actions necessary to protect or preserve life and property to include providing first aid/CPR to injured visitors and/or employees, performing limited fire suppression activities, and minimizing safety and security threats

- Operate a motor vehicle, utility vehicle, light-duty tractor, and hand and power tools to include but not limited to chainsaws, leaf blowers, and weed eaters after proper training and in accordance with approved Park policy
- Be subject to a degree of danger or risk in performance of assigned duties and shall be able to react calmly and quickly in emergency situations consistent with approved Park policy
- Conduct searches for missing visitors in accordance with approved policy
- Effectively assist visitors by providing information, directions, and answering questions
- Through coordinated effort with animal control officials, remove dangerous animals from areas where they may harm themselves, visitors, or employees
- Operate two-way handheld and mobile multi-channel radios in accordance with approved policies
- Adhere to all safety and housekeeping standards established by the department, the Park, and applicable government agencies. Ensure compliance with the same by other staff members throughout the Park. Maintain clean and orderly workplace, appearance, and equipment
- Prepare and/or submit incident reports, using proper format, punctuation, spelling, and grammar
- Patrol assigned areas on foot, utility vehicle, or motor vehicle to protect and preserve Park resources, promote public safety, deter and detect crimes against persons and property; he/she will inspect and take corrective action with hazardous conditions, and enforce Park rules, regulations, and security procedures in accordance with approved policies and procedures.
- Report acts of vandalism, suspicious or criminal activity, or police related situations to local law enforcement for investigation in a timely manner according to approved Park policy.
- Interact and communicate effectively with a variety of groups and individuals.
- Develop and maintain effective relationships with personnel in other departments while maintaining professionalism and efficiency in enforcing Park rules, security procedures, and safety policies
- Participate in the maintenance, distribution, and collection of the Park's audio players and headsets that are used in the main galleries and on the trail system
- Perform all basic admissions, retail sales, and visitor services duties during winter months, and serve as a backup during other months of each year
- Possess a working knowledge of the Park's subject matter and themes
- Maintain proficiency in using word processing and spreadsheet computer software applications
- Maintain effective oral and written communications skills using Standard English grammar and writing styles
- Maintain reliable attendance and punctuality
- Possess the ability to work a flexible schedule including evenings, weekends, holidays, and in critical situations as required
- Maintain cordial, cooperative, and professional work relationships with co-workers, supervisors, and the public
- Maintain a professional appearance consistent with Park standards
- Maintain the ability to support multiple tasks simultaneously without close supervision
- Assist other departments and participate in special events as needed
- Perform other duties as assigned

Preferred Qualifications

The successful candidate will possess:

- A Bachelor degree in a relevant field preferred.
- One year of relevant hands-on experience.
- A positive work record demonstrating reliability.
- Possess good oral and written communication skills.
- Be physically able to complete extensive foot patrols and perform strenuous resource management and facilities maintenance tasks as required.
- Possess a valid Virginia Driver's License
- Reliable transportation.
- Ability to work outdoors in all weather conditions.
- Ability to work a flexible schedule including evenings, weekends, and holidays.

To Apply: Submit a complete Pamplin Historical Park application form and a narrative statement of not more than two typewritten pages addressing the preferred qualifications for this position. Additional materials may be included at the applicant's discretion; however, the Park does not guarantee the return of any application materials. Highly qualified applicants will be interviewed by telephone. The best candidates will be invited to participate in a personal interview at the Park at their own expense. All applicants will be notified about the status of their application; therefore, we request that applicants do not call the Park for information about their candidacy. Applicants wishing to withdraw their name from consideration should notify Pamplin Historical Park at their earliest convenience.

To obtain an application form, log on to www.pamplinpark.org, call (804) 861-2408, or request one at the Park. Submit completed application packets to: Pamplin Historical Park, Attn: Amanda Bennett, Director of Administration and Membership, 6125 Boydton Plank Road, Petersburg, VA 23803. Application packets may be mailed, faxed to (804) 861-2820, or hand-delivered.

About Pamplin Historical Park: Pamplin Historical Park is located on a 424-acre campus in Dinwiddie County, Virginia, six miles from Petersburg and 31 miles south of Richmond. The Park contains four museums, four historic homes, features an extensive costumed interpretive program, and preserves the site of a major Civil War battlefield. Pamplin Historical Park, a privately owned 501 (c) (3) non-profit organization, employs more than 35 people and is a major historical attraction. Please visit our website at www.pamplinpark.org for more information.