



# OSHTEMO TOWNSHIP IS HIRING!

## Here's why you should apply:

**#1** We are the third-largest municipality in Kalamazoo County – **and growing**. Oshtemo is home to more than 24,000 residents and businesses, and offers a diverse array of housing, dining, and shopping options. We strive to balance our steady growth with careful planning, prioritizing safety and security, the preservation of our natural areas, and fostering recreational opportunities.

**#2** We offer a competitive benefits package. As a full-time employee, you'll have access to benefits focused on supporting your physical, financial, and emotional well-being. Here is a snapshot of our benefits:

- Family medical, dental, and vision insurance (80% of premiums **employer paid**).
- Optional flexible spending accounts (dependent care and/or medical).
- HSA or healthcare reimbursement account with **employer funding**.
- **Employer paid** supplemental insurance for emergency services personnel.
- **Employer paid** life insurance (with a buy-up option).
- **Employer paid** accidental death and dismemberment insurance (with a buy-up option).
- 401(a)/457(b) retirement saving account with **employer contribution**.
- Retiree healthcare savings plan with **employer contribution**.
- **Employer sponsored** long term care coverage (with a buy-up option).
- Optional supplemental insurance through AFLAC.
- Generous paid time off accrual based on FTE status and years of service, and 13 paid holidays.
- Educational and professional development opportunities.
- Voluntary employee assistance program, offering free & confidential help with personal or work-related problems.

**#3** When you join our team, you'll embark upon a **career** journey that blends tradition with innovation. We offer a dynamic environment where your skills and **passion** can thrive amidst a close-knit, growing community. With a focus on sustainability, inclusivity, and professional integrity, we provide the perfect platform for you to make a significant **impact**. Join us and be part of a team committed to shaping the future, fostering growth, and creating a vibrant community together.



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# POSITION DESCRIPTION

## Park Ranger

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### General Summary:

Under the direction of the Maintenance Director, performs a variety of duties in the Township Parks, Oshtemo Community Center, Grange Hall, and Drake Farmstead property.

### Physical Requirements:

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this general maintenance position. 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 stand, sit, walk, talk, climb and hear; use hands to finger, handle and operate tools, objects, or controls. The employee is required to climb stairs, stoop, kneel and crouch. The employee must have the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sizes.

### Typical Responsibilities:

- Meet with renters before and after their facility rental. Includes unlocking the venue, reviewing maintenance requirements, inspecting after each rental, relocking. May involve some janitorial tasks.
- Inspect, and clean, if necessary, between weekend pavilion rentals at FF and OTP.
- Custodial duties in the Township Parks & Facilities.
- Assist with weekend events sponsored by Oshtemo Friends of the Parks (4x per year).
- Have a checklist and report maintenance issues at each facility.
- When time permits, perform miscellaneous maintenance tasks as assigned, which include servicing of facilities, systems, and equipment.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

### Employment Qualifications:

**DRIVERS LICENSE REQUIREMENT:** Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)  
**EDUCATION:** High school graduate or equivalent



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# COMPENSATION & APPLICATION INFORMATION

## Park Ranger

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### Compensation Information:

This position is full-time with a starting hourly rate of \$16.00.

### Schedule Information:

This position will work 40 hours per week, Wednesday-Sunday.

### How to Apply:

E-mail your resume to [sfeister@oshtemo.org](mailto:sfeister@oshtemo.org) by 08/09/24 and [CLICK HERE](#) to complete the Application for Employment.