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Hill County

BEAVER CREEK PARK

17863 Beaver Creek Rd
Havre, MT 59501
(406)395-4565
bcpark@mtintouch.net

July 7, 2021

Hill County Commissioners
315 Fourth Street
Havre, Montana 59501

Dear Commissioners:

The Hill County Park will have one (1) seasonal Deputy Warden position open for hire. The position pays \$13.46 per hour (grade 6 step 12) plus all applicable Hill County benefits. *XPO*

This position performs warden duties in the operation of the park. A full job description and applications are available at the Havre Job Service.

All completed applications must be returned to the Havre Job Service. This position is open until filled.

For more information, please contact Chad Edgar at 395-4565.

Sincerely,

Chad Edgar

POSITION: Hill County Deputy Park Warden - Seasonal/Part-time

DEPARTMENT: Hill County Parks

ACCOUNTABLE TO: Hill County Park Superintendent

SUMMARY OF WORK:

Duties of the Deputy Park Warden include, but are not limited to, ensuring lawful use of Beaver Creek Park and Camp Kiwanis. Enforcement of all Park rules and ordinances. Deputy Park Warden may issue citations for violations of park rules and ordinance. Deputy Park Warden will work directly or in conjunction with Hill County Sheriff's Office and other local law enforcement agencies as well as help monitor Park usage including Park sticker system.

JOB CHARACTERISTICS:

Nature of work: This position performs regular patrols and maintains compliance. Keeps a logbook of patrols and compliance data.

PERSONAL CONTACT:

Contact with the general public to check permits and handle complaints and inquires. Contact with other park employees and Park Administration/Superintendent.

SUPERVISION RECEIVED:

Positional duties will be supervised by the Hill County Park Superintendent.

AUTHORITY AS WARDEN:

The Hill County Park Board has the authority to hire a Deputy Park Warden as given by Hill County Ordinance 07-84 dated March 28, 2007. The Park Warden is not a peace officer as defined in MCA Section 46-1-202 but has the power to issue citations for violations of Park Ordinances and Rules under MCA 7-16-2322 Part 2b.

ESSENTIAL FUNCTIONS:

Position requires the ability to communicate orally and in writing, including radio communications with the Hill County Sheriff's Department; patrol Park and issue citations as needed to maintain compliance with Park Rules and Regulations; sell Park Permits and issue penalties when appropriate.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Successfully complete First Aid/CPR training
- Work with all local law enforcement and parks personnel
- Performs other related duties as required

JOB REQUIREMENTS:

The successful applicant must be able to perform the following job requirements with or without reasonable accommodations:

Knowledge: First Aid/CPR, laws governing public lands; enforcement of Rules and Regulations pertaining to Hill County Beaver Creek Park.

Skills: Proficient in public relations, conflict resolution, ability to effectively communicate with the general public, and ability to keep a logbook and write reports and citations.