

Falmouth Police Department - Marine Unit



Park Ranger at Falmouth Town Landing **\$18.00 Per Hour**

The Falmouth Police Department is accepting applications for the position of Summer Park Ranger at Falmouth Town Landing. This position usually works 72 hours per two-week period. However, this schedule is subject to change based on weather and operational needs. The position will run from Memorial Day weekend through Labor Day weekend. Duties will include assisting the Harbormaster, collection of launch fees, assisting citizens utilizing the facility, and conducting parking control within the landing's two parking areas. The ranger may also be required to assist the Harbormaster on the Police boat.

The position reports directly to the Harbormaster. Normal hours will be daytime with weekend work but may require some evening work. Uniforms will be provided. The pay will be \$18.00 per hour and the applicant must be at least 18 years of age. Requirements for the position are contained in the attached job description.

Applications may be obtained on the town's website at: www.falmouthme.org/police or at the Falmouth Police Department, 2 Marshall Drive, Falmouth, ME. 04105.

Applications must be submitted to:
Chief of Police
Falmouth Police Department
2 Marshall Drive Falmouth, ME. 04105

Applications must be submitted no later than 5 pm on April 19th, 2024.
Equal Opportunity Employer

PARK RANGER - TOWN LANDING

Job Summary

The ranger is responsible for assisting the Harbormaster at the Town Landing facility.

Supervision Exercised and Received

Reports to the Harbormaster.

Examples of Essential Job Functions and Duties

- Assisting the harbormaster with duties at the Town Landing.
- Assisting the citizens who utilize the Town Landing facility.
- Monitoring the usage of the facility when the harbormaster is away from the Town Landing.
- Performing general maintenance duties at the facility.
- Collecting daily launch fees and issuing appropriate receipts.
- Assist the Harbormaster in caring for and maintaining the police department's boats, trailers, truck and all other equipment.
- Issuing parking violation warnings and tickets
- Conduct weekly water-quality testing.

Usual Work Context and Physical Demands

Has extensive face-to-face and telephone contact with citizens, Town personnel and local officials. Work is primarily performed outdoors, with some work done indoors at a desk.

Examples of Job Qualifications: Background

- a. Driver's license with a substantially violation free record (essential).
- b. Graduation from High School or GED (essential).
- c. Ability to work in a marine environment (essential).
- d. Certified in CPR, First-Aid or higher licensure, and AED (desirable).

Examples of Job Qualifications; Knowledge, Skills, and Abilities

- a. Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- b. Ability to analyze situations quickly and objectively, and to determine the proper course of action.
- c. Ability to understand and carry out oral and written instructions.
- d. Ability to communicate both verbally and through written reports.
- e. Ability to develop skill in the use and the operation of motor vehicles and motorboats.
- f. Ability with various computer databases.
- g. Ability to perform first-aid, CPR, and AED.
- h. Self-motivated, able to work independently or part of a team.



Town of Falmouth

271 Falmouth Road
Falmouth, ME 04105
Ph: (207) 781-5253 Fax: (207) 781-3640
www.town.falmouth.me.us

POSITION APPLYING FOR:

APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

Please use typewriter or print clearly in ink.

NAME: _____ DATE: ____/____/____
LAST FIRST MIDDLE INITIAL

ADDRESS: _____
NO. STREET CITY STATE ZIP

HOME: (____) ____ - ____ WORK: (____) ____ - ____ CELL: (____) ____ - ____

EMAIL ADDRESS: _____

How did you hear about this opening? ☐ Advertisement ☐ Friend/Relative ☐ Walk-in ☐ Employment Agency ☐ Other

Have you ever been employed by the Town of Falmouth? ☐ Yes ☐ No

If yes, give the department and dates: _____ From: ____/____/____ To: ____/____/____

Give the name and relationship of any present Town Employee related to you: _____

Are you available to work: ☐ Part-time ☐ Shift Work ☐ Temp ☐ On-Call

On what date would you be available to work? ____/____/____

Are you employed now? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

EDUCATION AND TRAINING

(CIRCLE HIGHEST GRADE COMPLETED)	NAME OF SCHOOL	LOCATION	GRADUATE
1 2 3 4 5 6 7 8 9 10 11 12			
COLLEGES OR UNIVERSITIES ATTENDED	NO. YEARS ATTENDED	MAJOR SUBJECTS (List courses that apply to job)	DEGREE or CERTIFICATE
BUSINESS, TRADE or CORRESPONDENCE SCHOOLS			

List any additional skills, certifications, or licenses you possess that you believe are relevant to this position (ie, CPR, First Aid, E.M.T., etc.)

Do you have a valid driver's license? ☐ Yes ☐ No State? _____ Endorsement: _____

EXPERIENCE

List below in order the positions which you have held. Include any periods served in the military. Show your present or most recent job first. Under "Description of Duties" list kind of work, responsibilities, and the number of employees and kind of position supervised, if any. Use additional sheets if needed.

If you possess a resume print **"SEE RESUME"** in this section and attach to application.

From:	To:	Title of Position:
Name, Address and Phone # of Employer:		Description of Duties:
Name of Your Supervisor:		
Number of Hours per Week:		Reason for Leaving:
From:	To:	Title of Position:
Name, Address and Phone # of Employer:		Description of Duties:
Name of Your Supervisor:		
Number of Hours per Week:		Reason for Leaving:
From:	To:	Title of Position:
Name, Address and Phone # of Employer:		Description of Duties:
Name of Your Supervisor:		
Number of Hours per Week:		Reason for Leaving:
From:	To:	Title of Position:
Name, Address and Phone # of Employer:		Description of Duties:
Name of Your Supervisor:		
Number of Hours per Week:		Reason for Leaving:

Applicant's Certification and Agreement * **PLEASE READ CAREFULLY** *

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on the application shall be sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also certify that I have received and reviewed the job description for the position being applied for and am capable of performing the specific functions of the job as set forth in said job description.

Signature of Applicant