



## CLASS SPECIFICATION

Class Code: 16875  
Date Est: 06/2010  
Last Rev: 03/2017  
Last Title Chg: 12/2010  
FLSA: Non-Exempt  
Probation: 12 months

### PARK RANGER I

#### **DEFINITION**

Under supervision, patrols park and recreation areas; advises visitors of rules, regulations and policies governing the use of County parks and facilities; oversees and performs maintenance activities; performs parks service administrative functions; provides customer service, information and interpretive services; promotes public safety; and performs other related duties as assigned.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in park management, recreation, natural resources management, forestry or a closely related field; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

An American Red Cross Basic First Aid and CPR card must be obtained within one year of employment.

#### **DISTINGUISHING CHARACTERISTICS**

This class is established at the journey level in the series and does not provide for automatic progression to the Park Ranger II level. The Park Ranger I is distinguished from the Park Ranger II classification by the complexity of assignments. Incumbents in this classification are expected to perform a wide variety of responsibilities including administrative functions, customer service, maintenance, patrol and assistance with interpretive services. This job class is distinguished from the Park Ranger II in that the Park Ranger II is the advanced journey level in the ranger series with primary responsibility for parks enforcement, interpretive program planning and design, day-to-day oversight of County parks and act as First Responders for medical, fire, accident and other emergency situation.

#### **SUPERVISION EXERCISED**

Provides lead direction and oversight of seasonal employees and/or volunteers.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee operation of park attractions and/or exhibits; monitor utilization to ensure compliance with federal, state and local safety regulations; schedule and coordinate seasonal and volunteer workers.

Patrol park areas in a vehicle and on foot; promote the proper use of County facilities in compliance with applicable ordinances, rules and regulations.

Respond to inquiries and investigate concerns; resolve problems if possible or refer to appropriate staff.

Provide lead direction, work coordination and training for seasonal employees and volunteer staff; prioritize and organize work to meet schedules and timelines.

Ensure assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Visually inspect park areas for cleanliness, safety hazards, vandalism and other damage, noting repair and maintenance requirements for further action.

Perform routine maintenance and repair work on buildings, grounds, trailheads and equipment using appropriate safety equipment, hand and power tools.

Collect litter and other debris to ensure that park areas remain clean and hazard free.

Provide interpretive services to park users and the general public including tours, slide shows, camp fire programs, nature hikes, in-park displays and community outreach programs as assigned.

Assist Park Ranger II's with the design and planning of interpretive services by researching and recommending new activities for incorporation into the various assigned programs; schedule special events, speakers and activities as assigned.

Assist in maintaining adequate levels of supplies and diverse items for program activities; conduct regular inventory at program sites; assess level of inventory consistent with number of participants and budgetary constraints and recommend purchases; deliver supplies as needed.

Collect money and fees, make change, write receipts, balance money collected and forward for deposit.

Collect park use data, assist in report preparation and perform other routine office work as required to facilitate park operations.

As assigned, assist with the coordination of various County departments and outside agencies to facilitate daily and future operational needs and provide and obtain information.

Respond to all emergency situations occurring in the park, providing first aid, CPR and assisting other emergency response units as needed.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Regional Parks and Open Space Department programs, operations, and administrative procedures.

Regional Parks and Open Space Department standards and regulations.

Goals, objectives and functions of assigned program(s).

Pertinent County policies and procedures of other County departments (e.g. Risk Management, Purchasing).

Principles of work direction and training.

Principles and practices of program planning, implementation, and evaluation.

### **Ability to:**

Assist the District Park Manager in the day-to-day operation and maintenance of County parks.

Provide lead direction, work coordination and training for seasonal and volunteer staff.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards including administrative and departmental policies and procedures

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

**Knowledge of:**

Basic principles of park operations and maintenance.

Materials, methods and techniques of landscape and maintenance.

Interpretation of natural resources, cultural and historic areas.

Operation of standard hand and power tools.

Inventory techniques required to maintain operating supplies.

Safety principles and practices related to the use of assigned equipment.

Basic math, including addition, subtraction, multiplication and division.

**Ability to:**

Participate in the operation and maintenance of County parks.

Evaluate operations, including work processes and procedures, to determine their effectiveness and efficiency.

Prioritize and organize work to meet schedules and timelines.

Implement work methods and procedures which promote a safe working environment, and ensure proper staff training in work safety.

Use a personal computer and a variety of software packages including word processing.

Communicate effectively both orally and in writing.

Develop and maintain cooperative and productive working relationships with all those contacted in the course of work including department staff, other departments, divisions, outside agencies and the general public.

Provide information and assistance to park visitors and advise visitors of park rules, regulations and policies.

Maintain records and prepare reports.

Work effectively in situations involving argumentative or combative individuals.

Remain polite, tactful, and diplomatic in stressful situations.

Assist staff and visitors in emergency incidents and accidents.

Perform first aid procedures including basic CPR.

Safely drive automatic and standard transmission vehicles in the course of performing duties and responsibilities.

Perform custodial and general maintenance duties in park buildings, facilities and grounds.

Collect litter and debris.

Use a variety of hand and power tools employed in repair, maintenance and construction activities.

Participate in the researching, planning, developing and presenting interpretive programs for presentation to the public.

Research, compile, tabulate analyze and interpret data and information.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work evenings, weekends and split shifts.

Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Ability to walk on uneven and slippery surfaces. Ability to tolerate exposure to dust. Ability to operate a variety of maintenance equipment and vehicles. Ability to work outdoors in a variety of temperatures and weather conditions. Ability to lift and carry objects weighing up to 75 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*