

LEAD PARK RANGER

JOB DESCRIPTION

Classification Responsibilities: A Lead Park Ranger provides lead supervision over a Rangers and participates in the day-to-day work activities provides lead supervision for on-site security and enforces rules, regulations, and ordinances relating to park usage by patrolling park areas, property, buildings, and water retention basins. Lead responsibilities include: coordinating and scheduling work shifts of Park Rangers; giving and receiving instructions; delegating tasks; ensuring safety guidelines are adhered to; handling problem resolution; and providing and coordinating training of subordinates. Other duties involve providing park users/patrons education and front line public relations through implementing and conducting recreation and educational programs. A Lead Park Ranger is also responsible for: issuing citations, compiling reports on citation actions taken, testifying in a court of law when required, assisting with written reports as needed, custodial duties, and setting up for recreational events. Additionally, employees are responsible for: developing, promoting, and improving services and programs for park users/patrons, including safe park use, and proper use of natural resources. This class performs related duties as required.

Distinguishing Features: Lead Park Ranger duties include working night and weekend hours, and involve the typical hazards associated with security work requiring incumbents to carry an ASP baton, pepper spray and wear a vest when appropriate. Employees are required to use appropriate safety equipment and procedures in performing assignments. This class is distinguished from the Park Ranger class by its lead supervisory responsibilities over Park Rangers and other personnel. Work requires good judgment and independent action in performing patrol functions within legal (City Ordinances) and departmental regulations/constraints. Supervision is received from a Recreation Supervisor, who reviews work through conferences, spot checks, and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) public contact experience, preferably in a security, urban park ranger, or public safety capacity.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Must be able to ride a bicycle for an extended period of time. Obtain an ASP Baton, Pepper Spray, and CPR certifications within 6 months of date of hire.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience as a park ranger is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, park users, students, and teachers in order to: promote parks and park programs, develop park guidelines, explain park rules and regulations, and defuse consumer complaints. Communicates effectively, both orally and in writing. Instructs and trains Park Rangers and security staff regarding program rules and regulations, and proper behavior and procedures. Prepares written documents such as: monthly reports, reports on vandalism, maintenance, park lighting, general repairs needed, and maintains daily log. Makes presentations to groups relating to historic backgrounds of parks, the environment, and park safety. Completes citations for City code violations that occur on Parks and Recreation property.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, state laws and regulations, City codes, park rules and regulations, and issues citations and parking tickets. Inspects, monitors, and evaluates information and work-related conditions to determine compliance with prescribed operating and safety standards, regulations, and guidelines. Conducts building and equipment safety checks at facilities and playgrounds. Detects traffic sounds when working near moving traffic, sirens, calls for help, or other warning signs. Operates a motor vehicle requiring a valid Arizona Driver's License in order to drive between assigned parks to provide security. Uses common hand tools such as: a hammer, screwdriver, and pliers to make routine repairs to playground equipment for safety purposes. Operates a portable radio. Operates a variety of standard office equipment to complete office work. Prepares work schedules for subordinates. Works in a variety of weather conditions while performing work. Walks extensively while patrolling the parks, and performs outdoor duties under varying work and climatic conditions. Sets up and removes folding tables, chairs, barricades, traffic cones, or similar objects as needed. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of the Park Rangers. Supervises and evaluates the work of subordinates and volunteer personnel. Resolves procedural, operational, and other work-related problems. Coordinates work activities and program functions with other City departments, other cities, or other agencies (i.e., Arizona Game and Fish Department). Develops policies and procedures, and short- and long-term objectives for program areas. Analyzes data to improve and answer questions about programs. Comprehends and makes inferences from written materials such as rules, regulations, ordinances, and statutes relating to municipal parks.

Knowledge/Skill/Abilities:

Knowledge of:

security techniques and principles;
training and security techniques and principles;
park and building maintenance practices and procedures; and
departmental rules, regulations, City ordinances, and state statutes relating to municipal parks.

Skill in security surveillance.

Ability to:

radio for the Mesa Police or Fire Departments in emergencies;
work independently;
assist in the selection, training, and ongoing development of Park Rangers;
deal effectively with all segments of the public in stressful situations requiring tact and diplomacy;
establish and maintain effective public relations;
understand and follow verbal and written instructions;
deal effectively with all segments of the public in stressful situations requiring tact and diplomacy;
react quickly and efficiently in emergency situations;
anticipate and solve problems on a daily basis;
walk extensively and perform outdoor duties under varying work and climatic conditions; and
understand and follow oral and written instructions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TO/pg

CS3504.DOCX

EEO-PSW

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-PAR

INCREMENTS 62-200

PAY GRADE: 41

SECURITY-No

CDL-No

IND-9102

SWORN-No