

PARK RANGER

JOB DESCRIPTION

Classification Responsibilities: A Park Ranger provides on-site patrols and enforces rules, regulations, and ordinances relating to park usage by patrolling park areas, property, buildings, water retention basins, and performing minor maintenance. Other duties involve providing park users/patrons education and front-line public relations through implementing and conducting recreation and educational programs, and maintaining accurate daily records and logs. A 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, and maintaining accurate daily records and logs. 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: Based on business needs, due to the variety of Park Ranger duties, Park Rangers must be able to work flexible hours, including weekend, holidays, and evening hours. Duties involve the typical hazards associated with patrol work requiring incumbents to carry an ASP baton, pepper spray, and wear a ballistic vest. Work requires good judgment and independent action in performing patrol functions within legal and departmental constraints. Employees are required to use appropriate safety equipment and procedures in performing assignments. Supervision is received from a Lead Park Ranger, 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. Good (1 - 3 years) public contact experience, preferably in law enforcement, security, or ranger area.

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 Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certifications within 6 months of date of hire.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience as a park ranger is preferred. Current active patrol experience preferred. Bilingual English/Spanish.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public and other City employees in order to provide direction, information, and interpretation of rules and regulations. Explains rules and policies to park patrons. Communicates effectively, both orally and in writing. Establishes and maintains effective public relations. Keeps accurate records of patrol time and activities and prepares detailed reports such

as daily logs, incident reports, and accident reports. Completes citations for City code violations that occur on Parks and Recreation property.

Manual/Physical: Monitors and observes organized and unorganized events in the parks to ensure safety and legality of activities, and detects hazardous situations. Conducts building and equipment safety checks at facilities and playgrounds. Operates a motor vehicle requiring a standard Driver's License while performing routine security patrol of park areas and facilities. Detects calls for assistance and other audible signs of warning. Operates a portable radio and cell phone. Submits work orders and suggestions relevant to improving park planning and the quality of park maintenance to ensure safety and security of park equipment, facilities, and grounds. Notifies appropriate personnel in emergency situations. 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: Comprehends and makes inferences from written rules, regulations, ordinances, and statutes relating to municipal parks in order to provide enforcement and ensure the safety and security of park facilities and grounds. Prioritizes work assignments and deals effectively with rules violations.

Knowledge/Skill/Abilities:

Knowledge of:

patrol 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 patrol procedures.

Ability to:

radio for the Mesa Police or Fire & Medical Departments in emergencies;
work independently;
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.

Revised 8/15

TO/pg

CS3651.DOCX

CS3643 (Part-time)

EEO-PSW

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-PAR

INCREMENTS 62-200

PAY GRADE: 40

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SECURITY-No

CDL-No

IND-9102

SWORN-No