

## The Maryland-National Capital Park and Planning Commission

TITLE: Park Ranger  
SERIES: Park Activities

GRADE: F CODE: 3290  
DATE: 12/14/04 FLSA: Non-Exempt  
EEOC: Service/Protective

### Class Definition

Under general supervision, performs a variety of park management support work for a wide range of park and recreation facility management programs. Patrols and inspects park properties and facilities, and enforces and issues parking citations and pavilion/special use permits. Responds to wildlife related issues and assists with management approaches. Provides visitor assistance and insures public safety. Participates in and assists with program development, public education, park safety and outreach programs, and associated administrative work. Performs other duties as assigned.

### Examples of Important Duties

1. Patrols and inspects park properties and facilities to ensure safety of public, natural/historical resources, and park property. Reports unsafe, hazardous, unsanitary, or inappropriate conditions (e.g., fire, dumping, vandalism, unruly persons, unsafe park equipment, etc.) to proper authorities.
2. Encourages compliance with Commission rules and regulations. Checks and issues special-use permits and required licenses for activities within parks. Patrols in automobiles, boats, bicycles, or on foot. Locks and secures gates and facilities.
3. Cooperates with and assists Park Police and other law enforcement agencies and units of local, state, and federal government in crime prevention, search and rescue, natural resources law enforcement, accident investigation, and public safety. Appears in District Court to defend citations issued. Provides assistance to facilities and parks when Commission is closed due to emergencies such as inclement weather.
4. Provides general assistance to park visitors. Answers questions concerning nature, conservation issues, wildlife, park regulations, etc. Refers complaints and complicated issues to proper resource (e.g., Senior Park Rangers, Park Ranger Supervisor, Park or County Police, etc.) Conducts tours of parks and natural areas.
5. Participates in providing security for special park and recreation events and other programs. Monitors motor vehicle traffic and parking; issues parking citations, directs traffic. Collects fees and issues rental equipment to visitors. Distributes brochures and flyers for publicity purposes. Assists in monitoring park usage.
6. Assists in the design, development and implementation of special interpretive programs associated with park safety and operations, and natural resource management; presents interpretive programs to park patrons and school students. Researches and collects materials for programs, projects and educational literature.
7. Participates in providing support for county-wide events and programs. Writes articles for newsletters/ranger reports; distributes brochures, reports and flyers for publicity purposes. Assists in monitoring park usage and recommends strategies to improve park operations.

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Examples of Important Duties: (continued)

8. Conducts conservation and resource management projects such as water quality monitoring, wetlands planting, reforestation projects and wildlife management. Conducts on-site wildlife evaluations and recommends wildlife management techniques.
9. Participates in studies to identify and evaluate natural resources such as plants, wildlife, wetlands, and geological features in parks. Participates in the development and management of programs using forestry best practices.
10. Represents the department to park patrons and committees and assists with responses concerning wildlife matters, and conservations issues. Assist with the development of special programs for natural area parks, such as managed public hunting and fishing.
11. Makes recommendations for the purchase of routine supplies and materials. Completes forms and records related to revenue operations. Provides input used by management in budget preparation and control.
12. May provide limited assistance to crews carrying out park, building or grounds maintenance projects.
13. Performs routine maintenance and repairs on vehicles and equipment used for patrol. Ensures availability of first aid supplies and safety equipment while on patrol.

Important Worker Characteristics

- A. Some knowledge of: (1) parks and park activities (e.g. hunting, fishing, boating, camping, etc.); (2) environmental science; (3) wildlife or natural resource management; (4) recreation; (5) water safety; (6) Commission policies, procedures, and activities\*; and (7) CPR\*; and first aid\*.
- B. Skill in operation of: (1) Commission communication equipment; (2) chain saw; (3) light truck and motor vehicles; (4) safety equipment\* (5) hand tools\*; (6) boat\*; and (7) bicycle.
- C. Ability to: (1) apply specialized procedures and regulations; (2) follow written and oral instructions; (3) perform mathematical computations; (4) read maps, technical reports and correspondence; (5) write routine correspondence, reports, articles; (6) use proper spelling, punctuation and grammar; (7) communicate effectively; (8) organize work efficiently; and (9) provide courteous service.

\*Developed primarily after employment in this job class.

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Minimum Qualifications:

1. Bachelor's degree in Recreation, Park Administration, Park Management, Natural Science, Public Administration or related subjects; or
2. Associates Degree in related discipline and 2 years of progressively responsible experience in one of these areas; or
3. An equivalent combination of education and experience.
4. Must pass Commission medical examination.
5. Valid driver's license.

Working Conditions

Works outdoors in varying weather conditions. May work rotating shifts including evenings, weekends, and holidays. Regularly deals with public complaints and problems. Must be able to lift up to 50 lbs. Perform physical activities, such as biking, hiking and prolonged standing.

