TITLE: Park Ranger I GRADE: 18 DATE: 6/2/2021 SERIES: Park Activities CODE: 2303 EEO: Protective Service FLSA: Non-Exempt

### **Class Definition:**

Under general supervision, performs entry level Park Ranger work that involves support for a range of natural resources and park and recreation facility management, operations work and programs. Patrols and inspects park properties and facilities, and enforces and issues parking citations, civil citations, pavilion and special use permits. Reports unsafe, hazardous, unsanitary, and inappropriate conditions to proper authorities. Assists with responding to wildlife related issues and with management approaches. Provides visitor assistance and ensures public safety. Participates in and assists with natural resource education, safety and conservation program development, public education, park safety and outreach programs, and associated administrative work. Conducts prepared public programs. Due to public visibility, work is conducted wearing a required uniform. Work may be confidential or sensitive. The work contributes to the accuracy, adequacy, timeliness and other facets of parks and recreation support of the unit or work program of assignment. Applies knowledge of parks and park activities such as hunting, fishing, boating, camping, environmental science, wildlife or natural resource management, local flora and fauna, recreation and water safety. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the Commission to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. The incumbent plans and carries out the work in conformance with established policies, procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guidelines, keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

#### **Examples of Important Duties:**

- 1. Conducts interpretive, recreational, and school-based educational programs in natural and cultural history for the general public and specialty groups; assists with program development by researching subject matter. Assists in the development of interpretive programs; conducts research on topics using sources such as records, books, files, and, where appropriate, interviews with people who have knowledge of a particular site or event. Recommends material to fit the purposes of a program and the type of group for which it is intended such as preschoolers, special senior citizen groups, and any other public groups.
- 2. Patrols park properties by vehicle, bike, or on foot to ensure compliance with Commission rules and regulations including rental and special use permits, and other required licenses; issues warnings, parking citations and civil citations as needed; provides first aid as needed.

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- 3. Inspects park properties to ensure safety of the public, protection and conservation of natural and historical resources, and parkland; reports unsafe, hazardous, unsanitary, and inappropriate conditions to proper authorities.
- 4. Communicates and cooperates with Park Police and other law enforcement agencies in crime prevention, search and rescue, natural resources law enforcement, and public safety; may appear in District Court to defend citations issued. Communicates with other staff and police using required portable radios.
- 5. Participates in conservation, natural resource, habitat and wildlife management programs; assists with research, habitat and field assessments, generating reports and maps, and collecting biological data. Assists with data analysis and presentation development.
- 6. Responds to nuisance and injured wildlife issues using appropriate capture and handling techniques; completes reports as needed.
- 7. Provides general assistance to park visitors; answers questions concerning nature, conservation issues, wildlife and park regulations. Refers complaints and complicated issues to proper resource. Conducts tours of parks and natural areas; may issue pavilion rental permits.
- 8. Provides support for special events and other programs through monitoring, directing, and parking vehicle traffic; may serve on event planning committees.
- 9. Conducts outdoor recreation programs and natural and cultural interpretive tours including archery, canoeing/kayaking, biking, hiking and fishing.
- 10. Serves as essential personnel during park closures; evacuates parks, removes snow, cleans debris, site checks various facilities, and provides animal care at nature centers and farms. Responds to medical emergencies until paramedics arrive.
- 11. Maintains trails, cuts downed trees, builds and repairs boardwalks and bridges, and removes snow using hand tools, power tools, and heavy equipment including plows. Performs routine maintenance and repairs on vehicles and equipment used for patrol.
- 12. Provides recommendations for the purchase of routine supplies and materials; ensures availability of first aid supplies and safety equipment while on patrol.
- 13. Monitors hunting and fishing activities on parkland through patrols, enforcement of rules and regulations, public interactions and communication with federal and state agencies.
- 14. Assists with the preparation of natural and cultural history interpretive materials including signage, flyers, brochures, guides and maps. Uses computer software to complete forms and records.

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15. May plan and guide work for seasonal employees and provides limited assistance to crews carrying out park, building or grounds maintenance projects.

#### **Important Worker Characteristics:**

A. Knowledge of (1) parks and park activities (e.g. hunting, fishing, boating, camping); (2) environmental science; (3) wildlife or natural resource management; (4) local flora and fauna; (5) recreation; (6) water safety; and (7) Commission organization, policies and procedures.

\*Typically acquired or fully developed primarily after employment in this job class.

- B. Skill and ability to (1) apply specialized procedures and regulations; (2) organize work efficiently; (3) provide courteous service; (4) write warnings and citations and (5) provide cardiopulmonary resuscitation (CPR), first aid and automated external defibrillator (AED).
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading maps, technical reports and correspondence; writing routine correspondence, reports, articles; and presenting information to the public.
- E. Interpersonal skills to interact effectively with contacts in a customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in operation of (1) Commission communication and specialized equipment; (2) heavy equipment; (3) light truck, motor vehicles and trailers; (4) safety equipment; (5) power and hand tools; (6) various computerized software programs; and (7) bicycle.

#### Minimum Qualifications (MQs):

- 1. Bachelor's Degree in Recreation, Park Administration, Park Management, Natural Science, Public Administration or any related field.
- 2. An equivalent combination of education and experience may be substituted, which together total four (4) years.
- 3. Pass Commission medical examination.

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- 4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
- 5. Depending on area of assignment, must be able to obtain and maintain all applicable certifications.

# **Working Conditions:**

Works inside and outdoors in varying weather conditions. May work rotating shifts including evenings, weekends, and holidays. Incumbents in this class must frequently: remain in a stationary position, move from place to place, stoop, reach, push and pull, operate vehicles, tools and equipment, communicate and exchange information with internal staff and the public, be able to view objects from a distance, distinguish between colors, and move dead animals, equipment, tools and supplies weighing up 49 pounds while performing park ranger duties. May perform physical activities, such as biking, hiking and kayaking.