

The Maryland-National Capital Park and Planning Commission

TITLE: Park Ranger III

GRADE: 28

DATE: 6/2/2021

SERIES: Park Activities

CODE: 2305

EEO: Protective Service

FLSA: Exempt

Class Definition:

Under direction, leads a wide variety of natural resources, park management and operations work as a lead Park Ranger that involves the design, development, evaluation and presentation of educational programs in natural and cultural history. Work at this level involves working with divisional staff and participating with supervisor in developing work schedules and setting goals, objectives and work standards for Park Rangers. Responsible for coordinating countywide park patrols and enforcement of park regulations, natural resource laws, and patrons' safety. Ensures Park Ranger compliance of authority and protocol related to issuing citations including defending issued citations in District Court. May manage operations of satellite offices throughout the county; serves as spokesperson for politically sensitive issues and chairs or coordinates Department initiatives. Leads and provides expertise in natural resource programs including conservation, habitat and wildlife management. Coordinates Park Ranger support for events, park operations, overall park patrols, conservation projects, community partnerships, committees, task forces and other support efforts. Due to public visibility, work is conducted wearing a required uniform. Some work is highly confidential or highly sensitive and includes large cash deposits and access to a bank safe. Work, as individual contributor, affects the Commission's compliance with requirements and the effectiveness of the park safety, staff safety and Park Ranger programs. Applies considerable knowledge of, and skill in, park management and park activities, environmental science, wildlife and natural resource management, local flora and fauna, recreation, water safety, large scale event and operations planning, community outreach and volunteer planning, and park regulation enforcement. Independently performs various types of research and analyses to solve difficult, complex and challenging problems. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted customer service practices, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±65%) – assigned functions vary by position

- Leads and provides expertise in natural resource programs including conservation, habitat and wildlife management; ensures injured, nuisance and feral animals on the parkland, forestry and aquatic resources on parklands are handled. Manages deer hunts, goose

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adding and roundups, meadow creations and non-native invasive plant removal. Provides expertise in identification of natural resources (e.g., plants, wildlife, wetlands and geological features) and ensures the production of reports and maps; oversees the development, collection and analysis of data and presentations. Ensures all Federal and State regulations around wildlife are followed, and staff have Maryland Wildlife Damage Cooperator Permits.

- Designs, develops, conducts and evaluates interpretive, recreational, safety and school-based educational programs in natural and cultural history for the general public and specialty groups. Ensures research is conducted of topics using sources such as records, books, files, and interviews held with people who have knowledge of a particular site or event; provides expertise in the selection and organization of material that will be appropriate to the purpose of a program and the type of group for which is intended such as preschoolers, special senior citizens groups, and various other public groups. Assists with setting program goals and quantitative measurements.
- Coordinates and patrols park properties by vehicle, bike, or on foot to be in compliance with Commission rules and regulations including rental, special use and scientific permits, and other required licenses; issues warnings and parking and civil citations as needed. Leads the inspection of park properties to ensure safety of public, natural and historical resources, and parkland; provides support to complaints of unsafe, hazardous, unsanitary, inappropriate conditions or illegal activities; provides first aid, cardiopulmonary resuscitation (CPR) or automated external defibrillator (AED) as needed. Ensures natural areas, parks and trails are managed which involves maintenance of trails, downed trees, boardwalks and bridges, and removal of snow. Confirms that routine maintenance and repairs are performed on vehicles and equipment used for patrol. Assigns and writes detailed Scientific Permits used throughout the County.
- Coordinates Park Ranger support for events, park operations, overall park patrols, conservation projects, community partnerships, committees, task forces and other support efforts. Serves as lead personnel during park closures and emergency events; coordinates evacuation of parks, snow removal, cleaning debris, checking various facilities or sites, and providing animal care at nature centers and farms. May serve in leadership role that includes chairing or co-chairing large special events and activities.
- Ensures Park Ranger compliance of authority and protocol related to issuing citations that includes defending issued citations in District Court. Provides required trainings around enforcement and citation writing that includes safety protocols.
- Participates in developing work schedules and setting goals, objectives and work standards; assists with employee evaluations and develops and conducts employee training. May serve on Park Ranger interview panels and other Department interviews as requested.

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2. Other ($\pm 35\%$)

- Assists with managing operating budget and revenue goals for Park Ranger program; provides input for annual budget requests. Works with contractors and internal staff to ensure compliance with projects and deadlines. Provides guidance for purchases of supplies and materials and reviews research and selected equipment and materials; ensures availability of first aid supplies and safety equipment while on patrol.
- Communicates and coordinates with Park Police and other law enforcement agencies in crime prevention, search and rescue, natural resources law enforcement, accident investigation, and public safety.
- Reviews and provides expertise in natural and cultural history interpretive materials including signage, flyers, brochures, guides and maps. Uses computer software to complete forms, records and mapping (e.g., ArcGIS).
- Represents Department by participating in discussions with public and groups interested in environmental, natural and wildlife issues. Identifies program needs, plans programs, and answers questions about nature, conservation issues, wildlife, park regulations; assists in investigating complaints.
- Interacts with the public on a daily basis as it relates to general visitor assistance and inquiries about nature, park regulations, park conditions and park properties; confirms positive public relations is promoted for parks and public appreciation for the natural environment is encouraged.

Important Worker Characteristics:

- A. Considerable knowledge of, and skill in (1) park management 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; (7) event and operations planning; (8) community outreach and volunteer planning; (9) park regulation enforcement; (10) Commission organization policies, procedures and activities*.

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

- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by leading a permanently formed work group or ability to rapidly acquire knowledge and skill set.

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- C. Skill and ability to (1) apply specialized procedures and regulations; (2) organize work efficiently; (3) rapidly acquire knowledge and skill sets; (4) provide courteous service; (5) write warnings and citations; (6) use good judgment while patrolling and interacting in the field; (7) provide cardiopulmonary resuscitation (CPR), first aid and automated external defibrillator (AED); and (8) testify in court.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Example includes coordination of projects and programs.
- E. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. Examples include following written and oral instructions, reading maps, technical reports and correspondence, writing routine correspondence, reports, articles, and presenting information to the public.
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- G. 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; (7) bicycle; and (8) boats.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Recreation, Park Administration, Park Management, Natural Science, Public Administration or any related field.
2. Four (4) years of progressively responsible experience in Park Administration, Park Management, Recreation, Natural Science or Public Administration.
3. An equivalent combination of education and experience may be substituted, which together total eight (8) years.
4. Pass Commission medical examination.
5. 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.
6. Depending on area of assignment, must be able to obtain and maintain all applicable certifications; obtain Maryland Wildlife Damage Cooperator permit (within six months).

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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. May perform physical activities, such as biking, hiking and kayaking.