



## POSITION DESCRIPTION

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**TITLE: PARK RANGER I AND II**  
**REPORTS TO:** Parks Supervisor  
**GRADE:** 2, 3  
**FLSA:** Non-exempt  
**CONFIDENTIAL:** No

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### SUPERVISORY RESPONSIBILITIES

**DIRECT:** None\*

**INDIRECT:** None

\* *Park Ranger II serves as a crew leader and provides on-site work direction and technical guidance to Park Ranger I.*

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Bachelor's degree with an emphasis in science or parks and recreation preferred, or equivalent combination of education and experience; satisfactory completion of P.C. 832 training within one year of employment; First Responder Certification within one year of employment. Valid California driver's license and proof of insurability and Standard First Aid and CPR certifications are required.

**EXPERIENCE:** Minimum of two years experience within a parks and recreation or historical site environment; experience interacting with and relating to the public in busy and emergency situations. Knowledge of park facility operations and maintenance and repairs. Ability to work independently with a clear understanding of goals and objectives. Ability to operate a two-way radio, cellular phone and camera; ability to effectively utilize a personal computer and peripherals; ability to utilize a variety of small hand tools and some power equipment; ability to operate a variety of vehicles; a knowledge of local flora and fauna; ability to write clear and concise reports; supervisory experience; and public service or customer service experience is desirable.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general work assignments, review results and address administrative duties; Interaction with District employees to discuss park needs, all other District personnel as required.

**EXTERNAL:** Interaction with Police, Fire and Paramedic personnel; community groups and other governmental agencies; acts as liaison between District and public visitors, others as required by position duties.

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### PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; good hearing, eyesight and speech capabilities;

excellent verbal and written communication skills; ability to work in all types of weather; ability to tolerate periods of sitting and exposure to a computer screen.

***These positions require the ability to work evenings, weekends, and Holidays.***

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### ENVIRONMENTAL CONDITIONS

Work is often performed outdoors in all kinds of weather. Subject to: hazardous materials, confined spaces, foul odors, hazardous traffic conditions, noisy conditions, contact with animals, insects, vegetation, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Office settings have lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; exposure to a computer screen. Appropriate personal safety equipment is provided.

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### DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include participating in the planning, construction, maintenance and repair of the District's recreational trails and facilities, inspects work in progress and upon completion maintains a clear and concise record of work. The ability to organize and manage competing priorities and effectively perform within a team environment, as well as support of the District Strategic Plan and Mission Statement are essential. A working knowledge and understanding of District and Park safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME		TASKS
<b>LEVEL</b>		
<b>I</b>	<b>II</b>	
<b>70%</b>	<b>45%</b>	Directly involved on a daily basis with maintaining and repairing Park trail and staging areas: <ul style="list-style-type: none"><li>• Maintains and repairs park trail system and staging area.</li><li>• Provides visitor services.</li><li>• Performs routine maintenance and repairs as directed.</li><li>• Performs vehicle and foot patrols.</li><li>• Provides shift coverage for extended park hours.</li><li>• Suggests policy changes in order to streamline departmental procedures.</li><li>• Assures operations within budgetary guidelines.</li></ul>
<b>10%</b>	<b>20%</b>	Coordinates and interacts with CDF (California Department of Fire), CCC (California Conservation Corps) and emergency response crews to assist with labor intensive maintenance needs: <ul style="list-style-type: none"><li>• Interacts with Sheriff, Fire and Paramedics to facilitate response to emergency situations.</li><li>• Makes recommendations on priority maintenance and repair needs.</li></ul>
<b>10%</b>	<b>25%</b>	Prepares detailed reports on work status, and performs other administrative functions: <ul style="list-style-type: none"><li>• Monitors all outside services and contractors.</li><li>• Schedules and coordinates events.</li><li>• Interacts with District personnel to facilitate public education, mitigation and</li></ul>

- environmental programs.
- Organizes, maintains and assists with the implementation of departmental retention requirements for District files and data.
  - Provides detailed incident reports for any unusual activity.
  - Participates in all District sponsored safety training and education.
  - Issues and tracks special use permits.
  - Coordinates the ordering of supplies in accordance with District purchasing policies and procedures.
  - Updates park regulations and procedures when necessary.
  - Effectively manages District resources.
  - Constructively deal with conflict and affords effective resolutions.
  - Professionally represents the District.
  - Completes clear, concise reports utilizing District software.
  - Act as a positive role model.
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### **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**    **10%**    Performs all related duties as assigned.