



PARK RANGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, patrols park areas under control of Jurupa Community Services District; performs security checks on buildings; observes and takes appropriate action with regard to suspicious activity, and other related activities; acts in the interest of protecting public property; operates heavy, and other equipment in completing assigned tasks; provides information to visitors to encourage proper behavior and protect park resources and facilities; performs related work as assigned.

CLASS CHARACTERISTICS

This is a full working level class where incumbents perform duties to secure and protect park resources and property. Incumbents do not supervise other employees but work alone on routine or regular work assignments, checking with a supervisor on non-routine assignments or when in doubt as to the correct procedure to follow. Work is characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non routine circumstances. Incumbents serve as a liaison between the District and members of the community.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Patrols park areas for damage to equipment and facilities.
- Monitors the use of alcohol and amplified music.
- Prepares reports including daily logs, accident reports, transmission logs, complaint forms, and security check reports.
- Inspects trails, sidewalks, pathways, etc. for unsafe conditions and routine maintenance.
- Anticipates and solves problems.
- Radios for police help in emergencies.
- Interact with the public and community in a courteous and professional manner.
- Cleans area using a broom, mop or other appropriate tool.

- Moves debris, dirt or other material from one place to another using a shovel, rake or other tool.
- Sets up or removes folding tables, chairs, barricades, traffic cones or similar objects.
- Digs up ground for ditches, holes for sign posts, etc. using a pick, shovel, spade or other tool.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of

- Local plants and animals, including common poisonous and edible plants and animals.
- Basic first aid, including CPR.
- Basic Radio communication practices.
- Conflict resolution and compliant resolution practices.
- Roles of public agencies, law enforcement, State of California Parks Authority, and the Sheriff's Department and their working relationship with Park Rangers.
- The District's park facilities, operation, hours, locations, boundaries, etc.
- Practices, terminology and techniques to operate general Park Ranger equipment, such as radio equipment and protective equipment.
- Basic principles of customer service philosophies and techniques.
- Local community service agencies, organizations, programs and activities.
- Codes and regulations applicable to park maintenance and recreation work in a public agency.
- Administrative research methods and procedures.
- Basic principles of facility management.
- Methods of effective and organized record keeping.
- Principles of written English including proper grammar, punctuation, spelling and vocabulary.
- Safe work methods and safety regulations pertaining to park maintenance and recreation work.
- Basic mathematics, including addition, subtraction, multiplication and division.

Ability to

- Alertly observe and analyze situations and determine appropriate course of action.
- Interpret, apply and explain applicable laws, codes and ordinances.
- Prepare and maintain clear, concise and accurate documentation.
- Utilize sound, independent judgment within established guidelines.
- Remain calm, make sound decisions and respond appropriately in emergency or potentially dangerous situations;
- Learn departmental regulations/guidelines, City and/or County ordinances and State statues pertaining to municipal parks.
- Use common hand tools, such as a hammer, saw, screwdriver or similar tool.
- Work in a variety of weather conditions with exposure to the elements.
- Remain in sitting and standing positions for extended periods of time.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Work well under general supervision.
- Operate a computer and standard business software, including word processing, database and spreadsheet programs.
- Courteously respond to questions from the public and community regarding parks programs, maintenance, recreation and other concerns and/or needs.
- Work independently to prioritize work and meet deadlines.
- Exercise judgment within the parameters expected of this position.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Possession of a high school diploma or GED.

Possession of a bachelor's degree in Criminal Justice, Park Management, Forestry, Natural Resources Management, History, Archaeology, Geology, Ecology, Recreation Planning, or closely related field is highly desirable.

Experience

Two years of progressively responsible experience working as a Park Ranger, Community Service Officer, or closely related classification in a public agency setting.

Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, is required.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, pull, reach and lift repeatedly up to 100 pounds; occasionally stoop, kneel or crouch; apply sufficient manual dexterity to operate office equipment, including a computer keyboard; occasionally walk on uneven terrain and work in an outdoor environment with possible exposure to harsh weather conditions, dust, and noise.

FLSA: Non-Exempt
Range: 125
Union: JCSD Field Association