

CLASS SPECIFICATION

Park Ranger

GENERAL PURPOSE

Under direction, performs a variety of patrol and maintenance duties in City parks and facilities to provide a safe and inviting environment for those who use the City's parks and open spaces; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Park Ranger is a public safety position responsible for the positive enforcement of laws, rules and regulations pertaining to Parks and Recreation Department property. Park Rangers patrol and monitor parks and related facilities to enforce park rules, regulations and City codes, perform minor maintenance, record and report violations of regulations and ordinances governing the use of the park facilities, and respond to emergency situations.

Park Rangers are distinguished from Senior Park Rangers in that incumbents in the latter class provide lead work direction and day-to-day oversight of Park Rangers and security programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 them from the position if the work is similar, related or a logical assignment to this class.

1. Patrols and monitors activities in assigned parks and designated park facilities to enforce established rules, regulations and City codes and ordinances.
2. Reports and cites parking and other City ordinance violations.
3. Reports destruction or defacement of park facilities; reports unsafe or unlawful acts or situations; provides positive enforcement through counseling sessions with violators or through issuance of citations.
4. Participates in Parks and Recreation activities and programs and assists with special programs and activities as assigned; directs traffic as needed.
5. Prepares reports regarding scheduled and unscheduled activities and concerns within the parks; maintains accurate daily activity logs and records.
6. Notifies other City departments and other agencies regarding park problems and patrol complaints.
7. Provides information, direction and assistance to the public; provides emergency services, including CPR and first-aid, as necessary.

8. Works cooperatively and effectively with the public and other departments.
9. Educates the public to develop an understanding of the significance of parks, park environments and recreation programs.

OTHER DUTIES

1. Performs user-level maintenance of assigned City vehicles.
2. Responds to requests for assistance from City Hall security personnel.
3. Participates, as required, in maintenance and clean-up of park grounds and structures.

QUALIFICATIONS

Knowledge of:

1. General security practices and laws regarding search and seizure.
2. Organizational and functional responsibilities of the Parks and Recreation Department and location of City parks and facilities.
3. Principles of outdoor recreation, interpretation, special events and other types of visitor services.
4. Applicable City ordinances, department rules and regulations and county and state codes and laws.
5. Basic first-aid, CPR and self-defense techniques.
6. Proper two-way radio usage and procedures.

Ability to:

1. Learn and apply relevant municipal and penal code sections and City park rules and regulations.
2. Apply practical judgment and critical reasoning to enforcement and information-gathering situations.
3. Calmly and effectively confront possible dangerous and/or emotionally tense situations.
4. Understand and follow written and oral instructions.
5. Maintain accurate records and write clear and comprehensive reports.
6. Safely operate City vehicles and practice courteous driving practices.
7. Perform routine non-scheduled park maintenance activities.
8. Operate office business machines, including personal computers.
9. Communicate clearly and concisely, both orally and in writing, and speak effectively in public.
10. Establish and maintain effective working relationships with City management and staff, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is through graduation from high school, or G.E.D. equivalent; and two years of related experience preferably in park security, park maintenance or other related activities with heavy public contact. Supplemental course work in Administration of Justice or security procedures and operations is desirable,

Bilingual ability (English/Spanish) is desirable.

Because this position is considered safety sensitive, individuals selected for hire must pass a comprehensive background check, psychological evaluation and medical examination.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Advanced first-aid and CPR certificates or the ability to obtain them within six months of date of hire.

Must successfully complete and meet certification requirements of California Penal Code 832 Peace Officer Training, and Government Code Section 1031, a course on the laws of arrest and search and seizure, within six months of date of hire.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. The employee is required to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus and determine colors.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; use basic mathematics; observe and interpret situations; perform work under changing deadlines and frequent interruptions; and interact with City management and staff, the public and others encountered in the course of work. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed outside in seasonal climate and weather conditions, exposed to noise, dust, dirt and odors. The employee may work near moving traffic, and may be exposed to dangerous materials, situations and persons.

The employee must be able to work rotating shifts, nights, weekends, holidays and overtime.