

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PARK RANGER

Department: Park Division

Pay Grade: P104

FLSA Status: Non-Exempt

JOB SUMMARY

Patrol and police parks and facilities under the jurisdiction of the Pleasant Valley Recreation and Park District.

ESSENTIAL JOB FUNCTIONS

- Responsible for compliance with security policies and procedures. In conjunction with the Park Superintendent, in reference to responsibility of the security and safety within the Park Patrol Program ability to analyze security and safety practices and procedures and to alert staff of any changes.
- Establish and maintain an open and effective system of communication throughout the organization.
- Ensure that appropriate image and approach are being consistently exercised within the Division.
- Assist in providing information to the general public; answer inquiries and complaints concerning park conditions, operations, and maintenance.
- Explain and interpret rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensure compliance with those rules and regulations.
- Provide crowd control and enforce safety at special events.
- Protect park patrons and park employees against unruly elements.
- Provide assistance in emergencies; enforce safety and precautions and administer first aid when necessary.
- Ensure adherence to parking rules within the parks and facilities.
- Check security of buildings against fire, vandalism, damage, and theft.

- Investigate and take the necessary action on disturbances, violations of park rules and other applicable regulations, and investigate accidents, injuries and hazardous conditions.
- Work with other law enforcement agencies where a situation is beyond the Park Patrol's control or expertise (i.e., drug violations), and work with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrol assigned areas.
- Patrol areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors.
- Keep a record of patrol time and activities and prepare reports.
- Obey and properly execute orders issued by Superintendent.
- Under supervision, issue warnings and citations for appropriate ordinances.
- Compliance of park regulations and if needed, utilize law enforcement agencies to achieve compliance.
- Administer emergency first aid to sick or injured park visitors.
- Issue warnings and/or citations, when necessary, to patrons who violate District rules.
- May be mobilized in the event of a disaster.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate of Science Degree with work in natural resources or closely related field; two (2) years related experience and/or training; or equivalent combination of education and experience.

Special Qualifications:

Position requires above average amount of driving, therefore, must possess a valid California driver's license and maintain a clean Department of Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required. Must possess a current and valid AB832 Certificate.

Knowledge, Skills, and Abilities:

- Knowledge of standards and methods for operating public facilities and their appurtenances; laws, ordinances, rules, and regulations pertaining to park operations; basic safety, first aid, and lifesaving techniques; basic law enforcement techniques; specialized equipment and its uses.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand; sit; twist and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date