

3010

09/06/2005

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

Revised

TITLE: PARK RANGER

DEFINITION

Under direction, performs a variety of duties and assignments related to public relations; monitors activities in parks and related facilities; may participate in special events, recreation, education, interpretation, volunteer and alternative workforce coordination, division training, administrative functions; and to do related work as required.

REPORTS TO: Park Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Park Superintendent.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in Park and Recreation activities and recreation programs as assigned.
- Provide supervision to General Service Workers, Ranger Trainees and volunteers.
- Monitor and assist as needed with special programs and activities.
- Assist in emergency call-out and evacuation situations.
- Work with community groups to educate and develop an understanding of the significance of parks, park environment and recreation programs.
- When required, provide lectures, presentations and guided tours of Park and Recreation facilities to special organizations and public groups.
- Plan, organize and conduct park outdoor recreational and educational activities for visitors, school groups and community groups.
- Maintain records and prepare reports; requisitions for equipment and supplies.
- Participate in custodial, maintenance and clean-up of park structures and grounds.
- Open and close facilities as scheduled.
- Prepare a variety of reports.
- Administer Cardio-Pulmonary Resuscitation and first aid as needed.
- Supervise and coordinate alternative workforce labor (e.g. inmate labor program, Juvenile Work Program, California Conservation Corps, volunteers, etc.).
- Supervise staff assigned to oversee the Inmate Labor Program.
- Work with volunteers and alternative workforce labor groups to coordinate special park clean-ups, events and park projects.

- Serve as a liaison between the Park and Recreation Department and other City Departments and outside agencies.
- Interpret and explain to the public park policies, rules, regulations and ordinances.
- May, at the discretion of the Park and Recreation Department, enforce City rules, regulations ordinances and laws, providing that minimum training requirements have been satisfactorily completed.

QUALIFICATIONS

Knowledge of:

- Organization and functional responsibilities of the Police, Fire and Park and Recreation Departments.
- Park and park facilities.
- Record keeping and reporting procedures.
- Principles of outdoor recreation, interpretation, special events and other types of visitor services.
- Proper City and County Ordinances and Policies and Procedures.
- Current computer applications and programs.
- Methods, materials and equipment used in park, facility and trail maintenance, construction and repair.
- PC 832 requirements, including citation preparation and arrest procedures.
- Principles and techniques of supervision and management.
- Vehicle operation.
- Fire suppression techniques.
- Traffic control methods.
- Methods for volunteer group coordination and supervision.
- Current First Responder/CPR/First Aid Techniques and Title 22 certifications.

Ability to:

- Establish and maintain effective working relationships with the public and fellow employees.
- Organize and administer volunteer and alternative workforce groups.
- Organize and administer Ranger Trainee program.
- Maintain records and prepare clear, complete and concise reports.
- Remain calm and effectual in stressful and/or emergency situations.
- Make public presentations.
- Communicate effectively and appropriately on a two-way radio.
- Perform heavy manual labor including setting up and moving equipment used at Park and Recreational facilities.
- Walk, hike, bicycle ride, and climb hills, stairs and uneven terrain.
- Detect natural and structural deficiencies and report accordingly.

- Develop a marketing program.
- Read topographic maps for trails.
- Operate special equipment (e.g. tractor) required for performing park maintenance.
- Work extended hours, irregular rotating shifts, alternative work schedules, holidays and weekends.
- Communicate clearly and effectively, both verbally and in writing, to a variety of audiences.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate Arts degree (60 semester units or 90 quarter units) from an accredited college or university with major work related to recreation, park administration, forestry, sociology, police science or a related field. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Experience: Five years of experience related to program activities, community relations and/or interpreting and enforcing rules and regulations in socially oriented situations.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Possession of an appropriate, valid, Class “C” California Motor Vehicle Operator's License.

Possession of, or ability to obtain, a level three P.C. 832 Peace Officers and Training (P.O.S.T.) certificate within six months of appointment.

Possession of, or ability to obtain, an American Red Cross Cardiopulmonary Resuscitation (CPR) Certificate within six months of appointment.

Possession of, or ability to obtain, a valid California Motor Vehicle Commercial Operator’s License, Class A or B, within six months of appointment at the discretion of the Park Superintendent.

Pass the background check necessary to supervise inmate labor work crews.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Park Ranger

TO: Senior Park Ranger