



CLASS SPECIFICATION

Class Code: 60004017
Date Established: 10/1977
Last Reviewed: 11/2022
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Last Title Change: 07/2022
FLSA: non-exempt
Probation: 12 months

PARK RANGER

DEFINITION

Under general supervision, interprets and enforces park policies and regulations; implements resource management plans and programs; develops solutions and initiates projects for resource preservation and rehabilitation; and performs other duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in park management, recreation, natural resource management, forestry, or a closely related field AND one year of full-time experience in the operation and maintenance of a park or recreation area; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

An American Red Cross Responding to Emergencies Card or equivalent First Responder certification must be obtained within one year of employment.

SUPERVISION EXERCISED

Provides lead direction over volunteer staff, and direct supervision over seasonal staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee parks, park attractions and/or exhibits; monitor utilization to ensure compliance with federal, state and local safety regulations; assist the District Park Manager in the overall operation and maintenance of County parks.

Patrol park areas in a vehicle and on foot; interpret and promote the proper use of County facilities in compliance with applicable ordinances, rules, and regulations.

Assigned primary responsibility as the parks' enforcement officer; respond to inquiries and investigate concerns; resolve problems if possible or refer to appropriate staff.

Provide direction and supervise volunteer staff and seasonal employees to include scheduling, work assignments, training, overseeing the performance of duties, conflict resolution and providing input on disciplinary matters.

Ensure assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Inspect park areas for resource management issues, cleanliness, safety hazards, vandalism and other damage, noting repair and maintenance requirements for further action.

Schedule, oversee and perform routine maintenance and repair work on buildings, grounds and equipment using appropriate safety equipment, hand and power tools.

Recommend and implement construction and/or remediation plans such as trail building, trail maintenance, wetland protection and noxious weed containment.

Perform custodial and general maintenance duties in park buildings, facilities and grounds including collect litter and debris to ensure park areas remain clean and hazard free.

Design, plan and provide interpretive services to park users and the general public including tours, slide shows, campfire programs, nature hikes, in-park displays and community outreach programs.

Research new activities for incorporation into the various programs; schedule special events, speakers and activities as needed.

Maintain and purchase adequate levels of supplies, diverse items and equipment for program activities; determine appropriate level of inventory consistent with number of participants and budgetary constraints; conduct regular inventory at program sites; purchase and deliver supplies as needed.

Compute monthly revenue and attendance figures.

Collect money and fees, make change, write receipts, balance money collected and make deposits.

Collect park use data, prepare reports and perform other routine office work as required to facilitate park operations; present reports as needed.

Coordinate with various County departments and outside agencies to facilitate daily and future operational needs and provide information.

Respond to all medical situations occurring in the park, providing First Responder assistance and assist other emergency response units as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Regional Parks and Open Space departmental programs, operations and administrative procedures.

Regional Parks and Open Space departmental standards and regulations.

Regional history, natural history, flora, fauna, geography, and geology of Washoe County.

Natural and cultural history of County parks and surrounding areas.

Goals, objectives and functions of assigned program(s).

Pertinent County policies and procedures of other County departments (e.g. Risk Management, Purchasing).

Principles of training and supervision.

Principles and practices of program planning, implementation and evaluation.

Ability to:

Plan, coordinate and oversee construction and remediation plans for trail building, trail maintenance, wetland protection and noxious weed containment.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards including administrative and departmental policies and procedures

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Interpretation of natural resources and historic areas.

Basic principles of parks operations and resource management.

Materials, methods, and techniques of landscape and maintenance.

Inventory techniques required to maintain operating supplies.

Wildfire prevention techniques including fuels management and potential hazards.

Mathematics and statistical recordkeeping

Safety principles and practices related to the use of assigned equipment.

Ability to:

Plan, organize and coordinate viable resources to effectively manage County parks.

Provide lead direction, work coordination and training for seasonal and volunteer staff.

Prioritize and organize work to meet schedules and timelines; coordinate and oversee park custodial and minor maintenance projects.

Use a personal computer and a variety of software packages.

Write correspondence, memoranda, administrative summaries, reports and other documents in a clear, concise manner using correct grammar and word usage.

Make oral and visual presentations to groups to provide information about County parks.

Perform First Responder emergency response functions.

Evaluate operations, including work processes and procedures, to determine their effectiveness and efficiency

Safely drive automatic and standard transmission vehicles in the course of performing duties and responsibilities.

Use a variety of hand and power tools employed in repair, maintenance and construction activities.

Research, plan, develop and present interpretive programs for presentation to the public.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Research, compile, tabulate, analyze and interpret data and information.

Work effectively in situations involving argumentative or combative individuals; remain polite, tactful and diplomatic in stressful situations.

Develop and maintain cooperative and productive working relationships with all those contacted in the course of work including department staff, other departments, divisions, outside agencies and the general public.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work evenings, weekends, some holidays and split shifts.

Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Ability to walk on uneven and slippery surfaces. Ability to tolerate exposure to dust. Ability to operate a variety of maintenance equipment and vehicles. Ability to work outdoors in a variety of temperatures and weather conditions. Ability to lift and carry objects weighing up to 75 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.