

## **PARK RANGER**

### **MAJOR FUNCTIONS**

This is an administrative and supervisory position related to the security and protection of park patrons and natural resources. This position may also manage a unit or combination of units in the Park system of Marion County.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Provides on-site management as a resident caretaker as to the operational needs of the parks as assigned.
- Supervises daily operations of all facilities and parks in assigned geographic area. Includes office and field duties, cash handling and revenue procedures, coordinating and performing field management activities, and other program activities related to resource protection and management of County controlled property.
- Develops major policy decisions of department.
- Creates and implements strategic and capital improvement program.
- Patrols and inspects County controlled property for potential violations of County codes, ordinances, rules, laws, etc. which have been reported, encountered or witnessed during the course of duties. Reports problems beyond the scope of the position to law enforcement agencies.
- Issues written warnings and instructions, civil citations, and notices to appear.
- Appears in court or other judicial proceedings to submit documents, evidence, affidavits, and case summaries for the enforcement and prosecution of civil/criminal infractions.
- Plan and manages maintenance, park services, revenue, and capital projects.
- Responsible for resource management and compliance with environmental regulations.
- Responsible for user safety and the implementation of emergency procedures.
- Prepares and submits reports of visitor events, contracts, accidents, activities and daily workload distribution and schedules.
- Plans outdoor recreation events and programs.
- Shall be available for rotating twenty-four hour, seven days per week on-call status for emergencies.

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- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

### **SECONDARY FUNCTIONS**

- Performs basic facility and vehicle maintenance such as playground safety inspections, etc.
- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, other law enforcement agencies, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), and some indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

Associates Degree or equivalent from two-year college or technical school preferred. Three years supervisory experience in the parks and recreation field required. Prior park ranger, military police, law enforcement or code enforcement experience required.

#### **Licenses**

Requires a valid Florida Driver License.

#### **Certifications**

Current First Aid and Safety Certification and BLS CPR certification within ninety days of hire. Current Playground Safety Inspector and Code Enforcement Training within one-hundred eighty days of hire preferred.

### **JOB SKILLS**

## **PARK RANGER**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and ability required.

### **Language Skills**

- Ability to read, analyze, and interpret legal documents, general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or other local, state and federal law enforcement agencies.
- Ability to write reports, business correspondence and procedure manuals.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods as essential tasks.
- Functions independently as an expert in matters of specialized code, rules, policy, and analyses.

### **Specialized Skills and Abilities**

## **PARK RANGER**

- Thorough knowledge of Marion County codes, ordinances, and policies related to code enforcement.
- Thorough knowledge of the methods, materials, tools, and equipment used in the maintenance of parks and recreation facilities.
- Knowledge of Marion County Parks and other County controlled property.
- Ability to maintain effective working relationships with other employees, departments, public officials, community groups, and local, state and federal law enforcement agencies.
- Considerable knowledge of the proper and safe use of automotive and power equipment used in park maintenance and OSHA standards and requirements.
- Ability to plan, coordinate, and assign tasks to subordinate employees.
- Ability to conduct routine building, facility and playground inspections and identify and investigate problems, as well as communicate findings effective verbally and in writing.
- Ability to prepare reports and enforce rules and regulations.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: two-way radio, mobile phone, computer, calculator, telephone, fax machine, copy machine, cash register and other general office equipment, as well as drive a vehicle and operate ground maintenance equipment, tractors, and power tools, in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk hear, smell, and regularly lift up to fifty pounds and occasionally one hundred pounds or more. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust an object into sharp focus.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock; and will regularly be exposed to outdoor weather conditions. Work is performed on a flexible rotating work week which may include evenings, weekends, and holidays. The typical noise level for this environment is moderate to loud.

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