



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: PARK RANGER

DIVISION: Recreation
REPORTS TO: Ranger/Naturalist Supervisor
DATE ADOPTED: April 13, 2005

CLASSIFICATION CODE: FT 7455/PT453
FLSA STATUS: Non-exempt

POSITION SUMMARY:

Under supervision, performs a variety of generalist Park Ranger duties at park and recreational facilities including maintenance, public contact, law enforcement, first aid and emergency response, and park interpretation. Rangers in the position could be assigned to concentrate on general duties, interpretation, or law enforcement.

DISTINGUISHING CHARACTERISTICS:

Park Rangers emphasize the protection and preservation of open space lands in their natural state; coordinate resource management projects, park operations, and maintenance of open space facilities; and provide visitor services such as: patrol, enforcement, emergency response, and interpretation. This is the journeyman-level of the Park Ranger class series utilized in the District. Park Rangers are distinguished from other non-Ranger Open Space positions by their peace officer designation. This requires special training and allows the Park Ranger to conduct some law enforcements duties such as issuing warnings or citations.

The Park Ranger is distinguished from the Open Space Maintenance Technician I and II part-time Park Ranger Aide in that the latter positions functions under closer supervision. Park Rangers have independent responsibility for the administration, operation, and routine maintenance of parks that include open space areas and campgrounds. Park Rangers may act as a lead in the absence of the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Patrols park areas by foot, bicycle, or vehicle (including utility and all-terrain vehicles) to assist the general public in the use of recreation areas, to respond to inquiries and complaints, and to ensure safe use of public facilities.
2. Installs, repairs, maintains trail systems, roads, water systems, fencing, and signs in recreation areas, and facilities.
3. Operates a variety of vehicles and equipment needed for park and undeveloped open space maintenance, such as: patrol vehicles, dump-trucks, tractors, mowers, chippers, sprayers, trimmers, blowers, augers, power and hand tools.
4. Protects District facilities, natural and cultural resources, and preserves natural environment of open space areas.
5. Enforces fire prevention policies; maintains park areas to reduce fire hazards; assists in wild land fire suppression duties.
6. Enforces rules and regulations regarding District facilities, State of California Fish and Game, Vehicle, Municipal and Penal codes; issues warnings and citations to level of certification.
7. Provides first-response emergency assistance for situations involving injury, illness, fire, water, or other causes; may assist with emergency response operations outside of established response areas.

8. Inspects public areas for safety hazards and sanitary conditions; cleans restrooms, and empties garbage at District facilities.
9. Maintains records of installation, maintenance and repair orders to track activities in open space; ensures work is documented and on file; prepares status reports for projects.
10. Provides visitor services and collects fees.
11. Conducts public programs, tours, or other organized activities of a recreational or interpretive nature.
12. Prepares interpretive and promotional materials including newsletter articles, displays and exhibits, teacher education guides, park flyers, and brochures.
13. Assists with the planning and execution of special events.
14. Performs routine clerical tasks such as filing, handling cash, answering telephones, and preparing forms and accounting documents.
15. May act as a working leader of volunteers, seasonal employees, and court-assigned worker crews by overseeing and coordinating work.
16. Cares for animals (i.e., snakes and spiders) used in association with program activities; performs animal control duties such as contacting animal control; or, in the absence of animal control, trapping stray dogs, and disposing of dead animals.
17. Provides information to park visitors pertinent to park use, points of interest, and recreation opportunities; responds to inquiries.
18. Attends trainings, workshop, and classes related to job duties; may conduct training on proper and safe use of equipment.
19. Performs related work as required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The employee will perform duties both outdoors and in an indoor office environment. Employees may work an irregular work schedule and on weekends and holidays; work at various District sites; travel to non-District sites; and participate in field trips and overnight camp outs. Employees will be exposed to a variety of climatic conditions, environmental hazards, uneven geographical terrain, insects, and animals used in program activities. Employees are required to wear the prescribed uniform.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee can be required to traverse slopes and grades; stand, bend, or walk for prolonged periods; have bodily movement adequate to drive a vehicle, climb, stoop, kneel, and crouch; hear and speak with the ability to communicate in person, by telephone and by radio; have the physical capacity to safely lift and carry 50 pounds; have vision adequate to read standard text; have manual dexterity to communicate in writing and operate a computer.

MINIMUM QUALIFICATION REQUIREMENTS:

Education and Experience: Completion of two (2) years of college or university work in Natural Sciences, Recreation, or a related field and six (6) months of recent paid experience in a park setting or a suitable combination of experience and education.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- LARPD rules and regulations.
- California and local natural and cultural history.
- Natural and cultural history of California and the San Francisco Bay Area.
- Park and recreation facility programming and development.
- Common recreational and social needs of various age groups.

- Programs available in assigned parks.
- Law enforcement procedures.
- Principles and practices related to basic carpentry, plumbing, and electrical repair and construction.
- Practices and procedures of trail building and maintenance.
- Tree conservation practices and procedures, including repair and removal.
- Computer software (such as: Word, Excel and PowerPoint), and desktop publishing software (such as PageMaker).
- Care and maintenance of live specimens, including snakes, spiders, and tarantulas.
- Proper safety techniques in handling materials, power equipment, and hand tools.
- Principles and practices of fire prevention, control, and suppression.
- Principles and practices of ecology, land use, and conservation management principles.
- Basic supervisory principles and practices.

Ability to:

- Read, interpret, and understand the relevant laws, ordinances, and regulations.
- Plan work assignments.
- Administer first aid and render emergency care of the victims or sudden illness or injury.
- Interpret and apply pertinent state and local laws and regulations.
- Interact courteously and effectively with community groups and individuals.
- Respond to emergency situations by, for example, administering CPR and First Aid.
- Comprehend and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing, especially when leading programs, producing written reports, and working with other agencies.
- Keep accurate records of information such as park use and park incidents.
- Tactfully and effectively enforce rules and regulations governing facilities and resources.
- Operate audio/visual equipment used in exhibits and presentations.
- Use global positioning system equipment to locate a specific location in the park.
- Operate and maintain various hand and power tools, equipment and vehicles commonly used in general maintenance, and fire prevention and suppression.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

Possession of class “C” California Driver’s license with a satisfactory driving record, clearance from a criminal background check, Certificate in Professional Rescuer CPR, completion of law enforcement training as described in Section 832 of the California Penal Code required at hire. The ability to obtain First Responder first aid, and possession and maintenance of class “B” California Driver’s license with appropriate endorsements within 180 days of hire.

Possession and maintenance of a class “A” California Driver’s license is desirable. Peace Officer Level One Training is desirable.