



Pleasant Valley Recreation and Park District, Camarillo, California

EMPLOYMENT OPPORTUNITY

LEAD PARK RANGER – Part Time Year Round

Hourly Rate: \$26.31 – \$33.44

FINAL FILING DATE: MONDAY MAY 8, 2017

SUMMARY: The Pleasant Valley Recreation and Park District serves a population of over 70, 000 residents with 28 parks and approximately 300 acres of parkland, the Park Ranger program is responsible for monitoring and patrolling our parks and facilities. This position requires an organized, and energetic professional who will be part of an award-winning Recreation and Park District. This professional individual should possess excellent customer service skills and be highly organized. This position oversees the daily operation of the District’s Park Ranger program; directing the enforcement of District regulations, policies and procedures; scheduling staff; and training new rangers while maintaining ongoing training for current rangers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Lead, plan, train and review the work of subordinate personnel.
- Assists and adds input to the evaluations of employee’s in the Park Ranger classification.
- Provides lead supervision to the Park Patrol/Rangers including preparing work schedules.
- Responsible for compliance with Ordinance 8, District policies and procedures. In conjunction with the Park Services Manager, 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.
- Assists in providing information to the general public; answers inquiries and complaints concerning park conditions, operations and maintenance.
- Explains and interprets rules and other applicable regulations to patrons of the District’s park and recreational facilities; and ensures compliance with those rules and regulations.
- Provides crowd control and enforces safety at special events.
- Protects park patrons and park employees against unruly elements.
- Provides assistance in emergencies enforces safety and precautions and administers first aid when necessary.
- Ensure adherence to parking rules within the parks and facilities.
- Checks security of buildings against fire, vandalism, damage and theft.
- Investigates and takes the necessary action on disturbances, violations of park rules and other applicable regulations, and investigates accidents and injuries and hazardous conditions.
- Works with other law enforcement agencies where a situation is beyond the Park Patrol’s control or expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrols assigned areas.
- Patrols areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors.
- Keeps a record of patrol time and activities and prepares reports.
- Obeys and properly executes orders issued by Superintendent.
- Under supervision, issues warnings and citations for appropriate ordinances.
- Compliance of park regulations and if needed, utilizes law enforcement agencies to achieve compliance.
- Administers emergency first aid to sick or injured park visitors.
- Issues warnings and/or citations, when necessary, to patrons who violate District rules.
- May be mobilized in the event of a disaster.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough 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.
- Working ability to: plan, schedule and direct the work of others; effectively train subordinate personnel; make decisions quickly and independently in emergency situations; establish and maintain effective working relationships with fellow employees and the public; perform with maximum exertion in an emergency.

EDUCATION and/or EXPERIENCE: Associate of Science Degree with work in natural resources or closely related field; three years of parks or law enforcement related experience and/or training including lead or supervisory experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid Driver's License and maintain a clean Department 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 PC 832 Certificate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010
(805) 482-1996 or at www.pvrpd.org

Application: Based on the information provided in the application documents, candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement. Fill out the application completely; blank spaces or false information may cause rejection.

Oral Appraisal Board: The District may use oral appraisal boards to conduct objective reviews of applicant qualifications through evaluation of oral responses to job-related questions. Candidates will be rated at the conclusion of the interview by

each Oral Board member and receive a composite score averaging the individual ratings. An Oral Appraisal Board may be used if the District receives three or more qualified applications.

Interview: A job related interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. After the Appraisal Interview, the top candidates may be invited to a second interview with District staff.

Benefits: Annual merit increases based on performance, membership in the California Public Employees Retirement System (CalPERS) 2% @62 (unless qualified as a Classic Employee) with an employee contribution required, employees also contribute towards Social Security, Health, Vacation and Sick Leave.

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MAIL / FAX / DROP OFF ALL REQUIRED FORMS TO:

Pleasant Valley Recreation & Park District

Kathryn Drewry

1605 E. Burnley Street

Camarillo, CA 93010

Phone: 805-482-1996 x 20

Fax: 805-383-0316

Email: kdrewry@pvrpd.org

THE SUCCESSFUL CANDIDATE MUST PASS A DEPARTMENT OF JUSTICE LIVE FINGERPRINT SCAN, BACKGROUND AND REFERENCE CHECK, SCREENINGS FOR ALCOHOL, DRUG, TUBERCULOSIS AND PHYSICAL PRIOR TO START OF EMPLOYMENT.

All supplemental forms and certifications MUST be submitted with the completed PVRPD Employment Application.
