

# Pleasant Valley Recreation and Park District, CA



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### LEAD PARK RANGER

**Department:** Park Division

**Pay Grade:** F105

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

Under general supervision, provides lead support to the Park Services Manager, directs and assists subordinate personnel in performing Patrol and monitors parks and facilities under the jurisdiction of the Pleasant Valley Recreation and Park District.

#### ESSENTIAL JOB FUNCTIONS

- Lead, plan, train and review the work of subordinate personnel.
- Assist and add input to the evaluations of employees in the Park Ranger classification.
- Provide 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 an appropriate image and approach are being consistently exercised within the Division.
- Assist in providing information to the general public; answer inquiries and complaints concerning park conditions, operations, and maintenance.
- Explain and interpret rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensure compliance with those rules and regulations.
- Provide crowd control and enforce safety at special events.
- Protect park patrons and park employees against unruly elements.
- Provide assistance in emergencies, enforces safety and precautions, and administers first aid when necessary.

- Ensure adherence to parking rules within the parks and facilities.
- Check security of buildings against fire, vandalism, damage, and theft.
- Investigate and take the necessary action on disturbances, violations of park rules and other applicable regulations, and investigate accidents and injuries and hazardous conditions.
- Work with other law enforcement agencies where a situation is beyond the Park Patrol's control or expertise (i.e., drug violations), and work with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrol assigned areas. Patrol areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors. Keep a record of patrol time and activities and prepare reports.
- Obey and properly execute orders issued by General Manager or designee.
- Under supervision, issue warnings and citations for appropriate ordinances.
- Ensures compliance of park regulations and if needed, utilizes law enforcement agencies to achieve compliance.
- Issue warnings and/or citations, when necessary, to patrons who violate District rules.
- Administer emergency first aid to sick or injured park visitors. May be mobilized in the event of a disaster.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Associate of Science degree with work in natural resources or closely related field; three (3) years of parks or law enforcement-related experience and/or training including lead or supervisory experience; or equivalent combination of education and experience.

### **Special Qualifications:**

Position requires above average amount of driving, therefore, must possess a valid California driver's license and maintain a clean California Department of 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 AB832 Certificate.

### **Knowledge, Skills, and Abilities:**

- 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.
- 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.

**PHYSICAL DEMANDS**

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud.

*Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date