



## POSITION DESCRIPTION

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**TITLE: PARK RANGER I AND II**  
**REPORTS TO:** Park Supervisor  
**GRADE:** 2, 3  
**FLSA:** Non-exempt  
**CONFIDENTIAL:** No

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### SUPERVISORY RESPONSIBILITIES

**DIRECT:** None\*

**INDIRECT:** None

\* *Park Ranger II serves as a lead and provides on-site work direction and technical guidance to Park Ranger I.*

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Bachelor's degree with an emphasis in science or parks and recreation preferred, or equivalent combination of education and experience; valid California driver license, proof of insurability, and Standard First Aid and CPR certifications are required. Completion of P.C. 832 training and American Red Cross' CPR/AED for Professional Rescuers (or equivalent) are required within the first year in the position.

**EXPERIENCE:** Minimum of two years' experience within a parks and recreation or historical site environment; experience interacting with and relating to the public in busy and emergency situations. Knowledge of park facility operations and maintenance and repairs. Ability to work independently with a clear understanding of goals and objectives. Ability to operate a two-way radio, cellular phone, and camera; ability to effectively utilize a personal computer and peripherals; ability to utilize a variety of small hand tools and some power equipment; ability to operate a variety of vehicles; a knowledge of local flora and fauna; ability to write clear and concise reports; and public service or customer service experience is desirable.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general work assignments, review results, and address administrative duties; guidance/support to docent volunteers; interaction with District employees to provide access to park facilities and discuss park needs; all other District personnel as required.

**EXTERNAL:** Interaction with law enforcement, fire, and paramedic personnel; community groups and other governmental agencies; vendors and labor crews; acts as liaison between District and public visitors; others as required by position duties.

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### PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; good hearing, eyesight and speech capabilities; excellent verbal and written communication skills; ability to work in all types of weather; ability to tolerate periods of sitting and exposure to a computer screen.

***These positions require the ability to work evenings, weekends, and holidays.***

### ENVIRONMENTAL CONDITIONS

Work is often performed outdoors in all kinds of weather. Subject to: hazardous materials, confined spaces, foul odors, hazardous traffic conditions, noisy conditions, contact with animals, insects, vegetation, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Office settings have lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; exposure to a computer screen. Appropriate personal safety equipment is provided.

### DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at-will position responsibilities include participating in the planning, construction, maintenance, and repair of the District's recreational trails and facilities; inspects work in progress; and, upon completion, maintains a clear and concise record of work. The ability to organize and manage competing priorities and effectively perform within a team environment, as well as support of the District Strategic Plan and Mission Statement, are essential. A working knowledge and understanding of District and park safety rules and regulations, as well as active participation in the District's safety programs, is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME	TASKS
<b><u>LEVEL</u></b>	
<b>I</b>	
<b>60%</b>	
<b>II</b>	
<b>45%</b>	
	Maintains, repairs, and ensures the appropriate use of park facilities, including trails, signage, parking facilities, displays, and the Interpretive Center: <ul style="list-style-type: none"> <li>• Natural resource protection and management.</li> <li>• Enforces park rules and regulations.</li> <li>• Maintains stable and positive demeanor at all times to ensure safe and positive experience for visitors.</li> <li>• Ensures safe trail conditions for visitors.</li> <li>• Maintains and repairs park trail system, staging area, and Interpretive Center.</li> <li>• Provides interpretation and visitor services, including guided hikes, school group programs, and public tours.</li> <li>• Assists park volunteers with scheduling, beginning and end of shifts, training, and special projects.</li> <li>• Positively represent park in the community, including at community events and meetings with partner agencies.</li> <li>• Performs maintenance and repairs autonomously and as directed.</li> <li>• Performs vehicle and foot patrols within park and District easements.</li> <li>• Provides shift coverage for extended park hours.</li> <li>• Suggests policy changes in order to streamline departmental procedures.</li> <li>• Assures operations within budgetary guidelines.</li> </ul>

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| <b>20%</b> | <b>20%</b> | <p>Coordinates and interacts with CDF (California Department of Fire), CCC (California Conservation Corps), and emergency response crews to assist with labor-intensive maintenance needs:</p> <ul style="list-style-type: none"> <li>• Interacts and responds with law enforcement, fire, and paramedics to facilitate response to emergency situations.</li> <li>• Makes recommendations on priority maintenance and repair needs.</li> <li>• Performs traffic control in coordination with emergency responders.</li> </ul>   |
| <b>10%</b> | <b>25%</b> | <p>Prepares detailed reports on work status, and performs other administrative functions:</p> <ul style="list-style-type: none"> <li>• Monitors outside services and contractors performing work within park.</li> <li>• Documents incidents and activities that take place within park.</li> <li>• Schedules and coordinates events.</li> <li>• Interacts with District personnel to facilitate public education, mitigation, and environmental programs.</li> <li>• Organizes, maintains, and assists with the implementation of departmental retention requirements for District files and data.</li> <li>• Completes clear, concise reports utilizing District software.</li> <li>• Provides detailed incident reports for any unusual activity.</li> <li>• Participates in all District-sponsored safety training and education.</li> <li>• Issues and tracks special use and special event permits.</li> <li>• Coordinates the ordering of supplies in accordance with District purchasing policies and procedures.</li> <li>• Proposes updates to park regulations and procedures when necessary.</li> <li>• Effectively utilizes and maintains District resources.</li> <li>• Professionally represents the District.</li> <li>• Act as a positive role model while working with volunteers, peers, partners, and visitors.</li> </ul> |

**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

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| <b>10%</b> | <b>10%</b> | Performs all related duties as assigned. |
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