



# Pleasant Valley Recreation and Park District Job Description

**Job Title:** Lead Park Ranger  
**Department:** Parks  
**Reports To:** Park Services Manager  
**FLSA Status:** Non-exempt

**Location:** All District Parks and Facilities  
**Prepared Date:** May 2016  
**Approved by:** Board of Directors  
**Approved Date:** June 2016

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

**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.



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- 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 AB832 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.