

COUNTY OF SOLANO
PARK RANGER SUPERVISOR

DEFINITION

Supervises the staff and operation of an assigned County park; retains responsibility for law enforcement activities in the park; participates in the security, safety, care and maintenance of the park.

CLASS CHARACTERISTICS

This is the line supervisor in the Park Ranger series. Incumbents plan, prioritize, direct and evaluate work. They are responsible for daily operations and have ultimate responsibility for law enforcement activities resulting in citations or arrests at their assigned parks. Incumbents must be able to deal with the public in both a service and regulatory capacity.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor.

Exercises supervision over assigned park ranger staff, clerical and maintenance staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Participates in the selection of new employees; trains staff and evaluates performance; schedules, assigns and directs work; assists in coordinating formal training; implements policies and procedures; recommends promotion or disciplinary action when appropriate.

Assists in developing and administering the budget for the assigned park; prepares revenue reports.

Recommends acquisition of major equipment; requisitions and/or purchases tools and supplies.

Coordinates the acquisition of temporary laborers; schedules and supervises their work; instructs workers in performing assigned tasks.

Responds to emergency situations, vehicle accidents, and fire and medical calls; administers first aid and CPR as necessary; reviews all incident reports for clarity and accuracy; investigates any complaints from the public and reports findings and recommendations to the Department Head.

Inspects work-in-progress and upon completion, inspects facilities to insure that maintenance and repairs are accomplished properly; coordinates and inspects work of private contractors engaged in park construction or major repairs; may oversee concession operators; performs park maintenance and repair functions.

Collects camping and day-use fees; conducts daily accounting and balancing of fees; prepares weekly report of receipts for Auditor and Treasurer and makes deposits; may conduct monthly audit of concessionaires; safeguard collections.

Patrols park; provides assistance to the public; inspects park areas and enforces park regulations; may issue citations and make arrests when necessary; takes appropriate action to guard against fire, theft, misuse and damage of property; enforces laws within the park.

Provides assistance and direction at the scene of accidents; contacts appropriate agencies for assistance in emergencies; provides CPR or First Aid as needed; operates various mobile equipment, emergency fire equipment and two-way radio; conducts searches and rescues in water, on land and from cliffs.

Develops and maintains cooperative working relationships with area law enforcement and emergency assistance agencies, and with various state and federal agencies.

May make special arrangements for group activities; provides information on park and grounds use.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Mission of the Parks Division.

Rules, regulations and laws governing the parks and the users of the parks.

Basic arithmetic and some knowledge of basic accounting techniques; manual and automated cash control systems.

Routine maintenance and repair methods, including the proper use of tools and planting, pruning, fertilizing and watering techniques.

Supervisory techniques and methods.

Emergency basic first aid response.

Skills to:

Drive standard and 4-wheel drive autos and trucks with either an automatic or standard transmission both on paved and dirt roads.

Operate a small tractor and riding mower.

Operate power and hand tools safely.

Ability to:

Plan, prioritize, direct and evaluate the work of others.

Train staff in proper methods and procedures for performing their assigned tasks.

Prepare preliminary budget estimates and maintain a budget for an assigned park.

Enforce park regulations while maintaining a positive public image.

Issue citations and make arrests when necessary.

Effectively coordinate and conduct search and rescue operations.

Analyze emergency situations and respond in appropriate manner.

Properly explain correct fire prevention techniques.

Prepare and present written and verbal narrative and statistical reports.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with other staff, County departments, state, federal and local agencies and the general public.

Lift and carry heavy objects used in park/facility maintenance.

Experience and Education/Training

Experience:

Four years of experience in park maintenance and enforcement of park regulations, including experience and training in assisting in emergencies such as accidents, fires and drownings.

Education/Training:

Associate's degree is required from an accredited college, preferably in criminal justice, park administration or related field.

SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's license is required.

Successful completion of First Aid training, Penal Code 832 training, and a certificate of completion of training in Cardiopulmonary Resuscitation (CPR) are required.

Possession or ability to obtain Grade 1 Drinking Water Certification and Pesticide certification.

Successful completion of a thorough background investigation is required.

SUPPLEMENTAL INFORMATION

Bilingual skills may be required for some positions.

Incumbents may be required to work evenings, nights, weekends and holidays; and may be required to take vacations during low park usage months.

A resident Ranger is required at each County park.

Incumbents in this class are required to take and successfully pass a psychological examination.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time out of doors monitoring park.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Incumbents must work outdoors in all types of weather conditions. Incumbents must be able to work in varying environments that may include exposure to dusts, heat, cold, odors, toxic agents, noise, smoke, vibrations, wetness, humidity, machinery, bright or dim light, and electrical currents in outdoor areas which requires additional care when conducting work tasks.

Director of Human Resources

Established Date: October, 1992

Revised Date: November 2002

BOS Date: June 30, 2003