



CLASSIFICATION NO. 389

Established: 10/02

Revised: 6/22, 9/22; 4/24

FLSA: Non-Exempt

EEO: 8

PARK RANGER

CLASS CHARACTERISTICS

Under general supervision, to provide customer service to park patrons; to enforce ordinances and regulations; and to oversee park operations and maintenance on a year-round basis; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Parks Section within the Department of Transportation and Development is responsible for managing county forests, parks and recreation areas. This section provides recreation programs and services, including management of community centers, sports facilities and a marina.

The Park Ranger is responsible for representing the county in a professional manner and enhancing the image of the county by communicating effectively and providing services and assistance to visitors and leadership to staff. The incumbent enforces county ordinances and regulations pertaining to the use of county parks by ensuring safety compliance and preparing and issuing written warnings and citations to visitors as necessary, developing and overseeing park maintenance management plans and monitoring budgets, and scheduling, leading and coordinating the work of personnel in park maintenance and landscaping activities.

The Park Ranger differs from the Park Maintenance Specialist which performs skilled and semiskilled labor and equipment operation in the maintenance of park grounds, structures and facilities but has limited public contact and does not enforce county ordinances, collect fees or oversee park operations.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides customer service to park patrons and supports temporary and/or seasonal employees in understanding and providing customer service; provides assistance during emergencies; prepares park for special events; assists in traffic control, parking and set up.
2. Collects and accounts for fees in park day use and campground areas; enforces user fee compliance; ensures parks close at scheduled times and may close park as necessary.
3. Enforces county ordinances and regulations pertaining to the use of county parks; maintains park safety and health standards; ensures safety compliance; prepares and issues written warnings and citations; may appear in court to represent County's position related to citation.

4. Provides leadership by prioritizing projects and overseeing park operations and maintenance on a year-round basis; coordinates park maintenance resources of regular staff and other staff; coordinates and oversees work of contractors on small projects; requests and approves bid proposals; supervises and trains a crew of temporary, community service workers or jail trustees, while creating on-going project lists for the park; trains and provides daily work schedules; interviews and hires seasonal employees.
5. Develops and maintains manual and computerized reports including park maintenance management plans, budgets and daily activity reports for assigned parks; logs and records concerning park maintenance completed, warnings and citations issues, repairs made and supplies used; provides input and assistance in ordering supplies for parks.
6. Performs a wide variety of skilled and semiskilled tasks in the construction, maintenance and repair of parks, park facilities, marine facilities and other public areas such as repairing restroom plumbing, installing or repairing playground equipment, or installing manual and automatic irrigation systems; operates, repairs and maintains a variety of machines, hand and power tools and equipment used to build, repair and replace park improvements and infrastructure; performs campground and day use area cleaning and maintenance and repair such as mowing lawns, clearing roads and trails, cleaning/restocking restrooms, removing garbage and litter and planting and cultivating trees, shrubs and lawn; repairs/replaces plumbing drains, lines and sewer or irrigation systems.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Laws, rules, and ordinances pertaining to park use; techniques of supervision; techniques and practices of grounds, landscape and building construction and maintenance; use, operation, maintenance and repair of building and park maintenance equipment and tools, including trailers, tractors, mowers, blowers, edgers, chain saws and other hand and power tools; occupational hazards and basic safety practices and procedures; methods for handling hazardous materials, including landscaping chemicals, paints and thinners, gasoline, pool chemicals and cleaning solutions; basic techniques of painting, electrical, plumbing, carpentry and cement finishing; office equipment, including personal computers and software programs; basic budgeting and record keeping techniques; report development; basic math.

Skill to: Plan and oversee the work of and train assigned maintenance crews, establish and maintain effective working relationships with County employees, contractors, community service workers, volunteers and the public; communicate effectively, both orally and in writing; interpret and enforce park rules and regulations; prepare and maintain accurate records and reports; operate computer software; safely operate motor vehicles and manual and power tools; repair and maintain small gasoline engines; install and repair underground irrigation systems; including water scheduling and programming of automatic irrigation controls; read and understand landscaping plans and specifications; construct/repair a variety of park improvements including playground equipment, walkways, tables, benches, steps, trails, campsites, planters, barbecues, and fire pits; install/maintain signs, posts, gates and fences; accurately count and handle cash transactions.

WORKING CONDITIONS

Duties require frequent to continuous standing, walking, squatting, kneeling, bending, twisting, balancing, climbing, overhead reaching, grasping, fine motor control, and the ability to lift and

carry up to 60 pounds, and push/pull 50 pounds. Duties also involve exposure to confined spaces, loud noises, vibration, slippery and/or uneven surfaces, working at heights, exhaust fumes and dust, chemicals, and adverse weather conditions including extreme temperatures.

May require evening, weekend and holiday work during summer months.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment and drug test. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Must obtain a CPR/First Aid certificate within six (6) months of hire.

State of Oregon Pesticide licensure must be obtained within one (1) year of hire.

Edited: 8/25