

CITY OF BOWLING GREEN, KENTUCKY
POSITION DESCRIPTION

TITLE: PARK RANGER

DATE: AUGUST 2012

PURPOSE OF POSITION

The purpose of this position is to monitor and provide assistance to patrons of the City's Parks and Recreation facilities. Duties and responsibilities include ensuring compliance with City regulations by park and facility patrons; providing information and assistance to patrons; monitoring conditions and security of facilities; and preparing reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides assistance to visitors and participants using parks and facilities, such as providing escort to and from vehicles as requested, answering questions pertaining to specific programs, directing people to destinations, and contacting emergency medical personnel as required.
- Inspects facilities during and after usage hours to verify that windows and doors and/or gates are secured, equipment is properly functioning and/or secured, and alarm and other monitoring systems are performing; reports problems to appropriate authority.
- Responds to and assists participants and visitors during emergency situations such as inclement weather or building evacuation due to fire; monitors weather conditions and initiates appropriate emergency plans as necessary.
- Ensures that all participants and visitors follow Parks and Recreation rules and regulations; takes appropriate action for offenders.
- Performs periodic checks of playground and other park equipment, noting any damage and reporting findings to designated personnel.
- Handles complaints from participants, visitors and the general public, notifying the proper authority for resolution.
- Reports criminal activity or not previously identified signs of criminal activity such as vandalism, illegal entry or theft to the Police Department, advising the supervisor of same and submitting written documentation of observations and activities; calls in fires to the Fire Department.

- Collects monies from supervisors, instructors, registration and fee collection, dues and renewal memberships and secures in the main vault.
- Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.
- Attends staff meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve professional skills.

ADDITIONAL JOB DUTIES

- Lead ranger may assign schedules and personnel; review reports; and participate in hiring, and employee counseling and discipline sessions.
- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School diploma or GED, with two years of experience working as a security officer preferred; or any equivalent combination of education, training, and public relations/customer service experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a valid Kentucky driver's license and good driving record. CPR and First Aid certification required upon employment. Ability to work on one's own, and show initiative to complete duties and maintain daily work schedule. Ability to handle and take control of tense situations that require calming participants or offenders, and removing disruptive policy violators from public facilities.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure, and/or sort data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information such as financial statements, technical operating manuals, procedures, guidelines, non-routine correspondence and laws.

MATHEMATICAL ABILITY

- Ability to add, subtract, measure, multiply and divide.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to resolve a situation without creating a greater conflict.
- Ability to deal with the public.

PHYSICAL REQUIREMENTS

- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing. Ability to handle, finger, and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch, and crawl.

ENVIRONMENTAL ADAPTABILITY

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under fairly safe conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.