

Job Description: PARK RANGER (Temporary)

PAY GROUP: Unclassified

EEOC CATEGORY: Service/Maintenance

FLSA: Nonexempt

SUMMARY OF POSITION:

Under general supervision, patrols city parks and recreation areas, to include but not limited to city parks, city facilities, athletic complexes, Seguin Events Complex, and the city trail system. This position is responsible for visitor education and park security.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Assistant Director of Parks and Recreation
2. Directs: This is a non-supervisory position.
3. Other: Has contact with park guests, city employees, and members of the community.

EXAMPLES OF WORK:

Essential Duties*

Assists in ensuring the public and community experience safe use of the park and recreation areas;

Patrols all parks and recreational areas, providing safety and security for all users by means of one or more of the following modes: on foot (walking and/or hiking), on bicycle (on roadways, sidewalks and uneven terrain), by motorized vehicle (golf cart, gator, or City vehicle);

Greets the public in a friendly and professional manner and appearance; answers questions, checks reserved areas, cleans and performs litter control when necessary, checks restrooms for cleanliness and stocks supplies as needed, provides directions, and issues picnic permits;

Ensures public compliance of local laws, regulations, and ordinances through education and warnings as directed;

Ensures permit compliance;

Assists in ensuring safe travel through park areas by setting up and removing barricades, directing traffic and assisting with crowd control, as directed;

Recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries to appropriate authorities; completes daily activity log, accident/incident reports, and graffiti/vandalism reports; May present education and information programs for community and school projects; teaches and counsels the public on department activities and regulations;

Immediately notifies the Police Department if observes illegal activity and/or if a patron fails to comply with local laws, regulations, and ordinances;

Must be able to work irregular hours including weekends, holidays and evenings on any assigned shift – work hours will be primarily weekends and holidays;

Observes all safety rules and procedures;

Other Important Duties:

May be required to work immediately before, during and/or after an emergency or disaster; and

Performs such other duties as may be required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: City organization, operations, policies and procedures; City, County, and State laws, regulations, codes, and ordinances; Geography, roads and landmarks of City, parks, and surrounding areas; principles and practices of good customer service; and safe operation of equipment.

Physical Ability to: sit, stand, bend, walk, swim, hike, bicycle (on and off-road); and perform outdoor work in all weather conditions.

Ability to: operate a 2-way radio; work evenings and weekends; work independently; assess situations, solve problems and prioritize multiple tasks and projects; communicate, exercise controlled discretion and good judgement; work effectively with members of the public, and mediate difficult situations in a professional manner; understand and follow written and oral instructions; safely operate and maintain assigned equipment and vehicles; establish and maintain effective relationships with co-workers; and maintain Texas driver's license (applicable to job responsibilities) and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

Must be 18 years of age. Requires a High School diploma or equivalent and two years of customer service/public interaction. Experience as a Park Ranger is preferred.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. January 23

CERTIFICATES AND LICENSES REQUIRED:

State of Texas Class C driver's license. Must possess or be able to obtain within thirty (30) days of employment the Community First Aid and Safety/Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).

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