

City of San José
CLASS SPECIFICATION

Title: Park Ranger (FT/PT) (2423/2424)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks, Recreation, and Neighborhood Services	Supervising Park Ranger	Non-exempt

CLASS SUMMARY

Under general supervision, performs a variety of specialized Park Ranger duties in support of the City's parks, trail systems, and/or park facilities; including but not limited to park patrol, protection, and enforcement of park rules and regulations. Provides assistance and education to park visitors and participates in the improvement and maintenance of parks, trails, and facilities. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class for the Park Ranger series, wherein incumbents are required to handle the full range of Park Ranger patrol, protection, and enforcement functions. An incumbent of this class may provide lead direction to small crews of employees engaged in visitor services, park operations, or volunteer groups. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class differs from that of Regional Park Aide in that incumbents of the latter have not been deputized and do not perform enforcement duties. This class is distinguished from Senior Park Ranger in that incumbents of the latter class act as a lead supervisor over a segment of an assigned work group on a given shift.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Two (2) years of undergraduate course work from an accredited college or university. This is equivalent to at least 60 semester units or 90 quarter units. Veterans and active military personnel may substitute this requirement if they:

- Have served in the Air Force, Army, Marines, Navy, or Coast Guard AND
- Have completed four (4) years of active military duty AND
- Have received an honorable discharge from the United States Military.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license.
- Possession of current Red Cross First Aid and CPR Certificates within the first six (6) months of employment.
- Deputization as a Peace Officer is required for full time positions.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, including public safety, day to day park

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operations, park interpretive education programs, conservation, nature and wildlife, natural resource management; Citywide and departmental procedures/policies and federal and state rules and regulations.

- **Communication Skills** - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Computer Skills** - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- **Teamwork and Interpersonal Skills** - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- **Conflict Management** - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience.
- **Customer Service** - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- **Initiative** - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- **Problem Solving** - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- **Reliability** - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Possession of a Bachelor's Degree in a related field is highly desirable.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Provides assistance in the daily operations of parks, trails, and facilities; patrols parks, trails, and facilities and enforces park rules and regulations.	Daily
2.	Provides information to the public, including answering questions, explaining park or facility policies and regulations, and greeting visitors; responds to park visitor complaints; checks visitors into the park and assigns appropriate space for use; relates effectively to park visitors.	Daily
3.	Performs traffic and/or parking control activities.	Daily

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4.	Provides cash handling services in the routine collection of admission and/or fees from customers.	Daily
5.	Operates light vehicles, radios, and other necessary equipment to perform Ranger activities.	Daily
6.	Conducts tours; explains natural and historical park features.	Weekly
7.	Arranges and builds displays at park visitors center; may perform emergency and routine custodial maintenance tasks; operates small hand or power tools	Intermittent
8.	Serves as a resource on environmental protection; develops and implements interpretive land vegetation and wildlife conservation programs; creates brochures.	Intermittent
9.	Provides lead direction to other personnel , including training on nature, wildlife, or conservation principals..	Intermittent
10.	Prepares appropriate written and oral reports; may make court appearances.	As Required
11.	Issues misdemeanor citations and as appropriate, may detain persons in violation of Federal, State, or Municipal rules and regulations.	As Required
12.	Performs rescue, search, and fire suppression activities.	As Required
13.	Administers first aid.	As Required
14.	Coordinates volunteer or internship programs.	As Required
15.	May carry protective enforcement equipment such as pepper spray, body armor, or baton.	As Required
16.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Strength and mobility to perform medium to heavy physical work;

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- Sit, stand, run, and walk on various surfaces, including but not limited to uneven terrain, jumping over physical barriers, and climbing/descending ladders;
- Make repetitive hand movements, including but not limited to operating varied hand and power tools;
- Operate a motor vehicle and visit various City sites;
- Lift, carry, push, and pull materials and objects (such as equipment) up to 100 pounds, or heavier weights, in all cases with the use of proper equipment;
- Quickly respond to changing emergency conditions that may have hazardous situations or be placed in dangerous situations;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, moving mechanical parts, inclement weather conditions, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants.

CLASSIFICATION HISTORY *Created 5/80, Rev. 8/85, Rev. 9/90, Rev. 12/93, Rev. 09/17; s001*