



POSITION DESCRIPTION

Position Title:	Park Ranger
Level / Grade:	A2 / 2
FLSA Status:	Non-Exempt

GENERAL DESCRIPTION OF DUTIES

This is semi-skilled work of average difficulty in safeguarding public property in all City park areas and facilities, and providing for the safety and enjoyment of park patrons and their property. An employee in this class is responsible for making scheduled rounds at all Leisure Services Department facilities to provide compliance with general park rules and City ordinances. In addition, employees in this class may perform light manual labor in the cleaning of buildings and clearing away of debris to promote the health and safety of the public. Work is performed according to detailed instructions, although considerable discretion is required in tactfully encouraging compliance with park rules, City ordinances and State statutes; maintaining good relations with park patrons; and in handling emergency situations. Work involves an element of personal danger and requires employees to be able to act without direct supervision and to exercise independent judgment and initiative in meeting emergency situations. Work is reviewed by a supervisor through results, observations, and reports.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Enforces all park rules and safety regulations in a tactful manner.
- Provides information on the park such as available facilities and activities, pertinent park rules concerning its usage, etc.
- Makes scheduled rounds at assigned Leisure Services Department facilities and park areas in order to provide surveillance and identify individuals circumventing the entrance fee or trespassing after closing hours and to discover emergency situations involving injury, illness, fire, water, or other causes.
- Performs minor first aid duties and follows through with proper emergency procedures in the event of more serious incidents.
- Performs light maintenance duties and may clear paved areas of debris, branches, and other obstructions or requests assistance.

PARK RANGER

- Checks all buildings to ascertain that lights have been turned off and doors locked; performing such duties when necessary.
- Operates light vehicles, two-way radios, and other equipment.
- Determines and encourages compliance with park rules and City ordinances and when necessary notifies proper authorities of violations and assists such authorities to the extent permitted.
- Maintains logs and prepares incident reports.
- Performs related work as required

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

High school diploma or a G.E.D. from a recognized issuing agency. College coursework in recreation, law enforcement, or a closely-related field may be substituted on a year-for-year basis for the required experience. Possess a minimum of one (1) year security and/or law enforcement experience, preferably in a parks setting. Possess or be able to obtain a Florida Driver's License. Ability to lift up to 50lbs.

WORKING CONDITIONS

A majority of the work performed is outdoors in all weather conditions including heat, cold, and rain during all seasons of the year. Work may occasionally be physically strenuous. Employee is required to drive as part of work duties and must be able to maintain driving seated position for period of time up to 1 hour.

PERFORMANCE INDICATORS

- Considerable knowledge of C.P.R. and first aid principles and methods and skill in their application.
- Knowledge of building and grounds to be patrolled and the park rules governing admission to and departure from the buildings and park areas as well as rules governing traffic on the premises.
- Knowledge of rules, regulations, ordinances and laws relating to the conduct of persons utilizing- a public recreational facility.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PARK RANGER

- Ability to make sound decisions in emergency situations and to react quickly and calmly with an effective course of action.
- Ability to work outside under varying climatic conditions.
- Ability to deal tactfully and effectively with trespassers and violators of applicable City ordinances, safety and park rules.
- Ability to establish and maintain effective working relationships with the general public and other employees and to tactfully but firmly maintain order within the park facilities.
- Ability to understand oral and written instructions.
- Ability to answer requests for information concerning the park in an intelligent and comprehensive way.
- Ability to operate a two-way police radio and motor vehicle.
- Ability to walk several hours during each shift.
- Ability to maintain simple records and logs.

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