

Senior Park Ranger



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

Responsible for the enforcement of park rules and municipal code, provides general Park and City information to the public, and ensures the safety of the public using the City's Parks and Recreation facilities. The position provides positive public relations and services concerning the parks. Responds to or mitigates situations where improper behavior is being displayed. Provides additional information or enforcement to the users of the facilities. Work is performed under general supervision.

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ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. - It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Responsible for enforcement of daily operation of various Parks and Recreation facilities.
- Enforces all park rules and regulations ~~in a tactful manner~~tactfully.
- Issues civil citations for City ordinance violations or parking violations.
- Provides information such as available facilities and activities, park usage rules, etc.
- Oversees staff at various park facilities.
- Schedules work schedules, evaluations, time off requests, and additional personnel responsibilities for park staff.
- Makes scheduled rounds of City parks to ~~provide surveillance of~~monitor all patron activity.
- Attends to ~~emergency situations~~emergencies at assigned facilities and performs minor first aid.
- Operates vehicles, two-way radios, and other equipment.
- Notifies the proper authorities ~~when necessary~~ of violations.
- Issues courtesy warnings and solutions to individuals in violation of park rules.
- Assists/advises park staff ~~for in~~ handling complaints and enforcing park code, rules, and regulations.
- Enforces and monitors facility/field usage for park permit holders.
- Greets patrons and responds to general inquiries applicable to ~~the~~ assigned facility and the Parks and Recreation Department.
- Processes applicable paperwork relative to the Department's needs.
- Assists and directs general unskilled maintenance and light upkeep duties to subordinate staff.
- Responds to routine questions, complaints, or requests for service.
- Communicates with supervisor relative to facility/staff needs.

- Assists with Department Special Events, when directed.
- Assist in emergency management preparations and operations.
- Ensures and enforces facility policies, regulations, and safety rules of the Parks and Recreation Department.
- Inputs work orders in a city-wide work order system.
- Monitors conditions conducive for facility use (i.e., Lightning Detection protocols).
- Work a varied schedule to include, nights, weekends, and holidays.
- Maintains accurate records of work performed.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or ~~G.E.D.~~ equivalent. A minimum of ~~supplemented preferably by~~ two (2) ~~or more~~ years' of Parks and Recreation experience or security/law enforcement experience, ~~or~~ an equivalent combination of education, certification, training, or experience may be considered. Minimum of one (1) year supervisory experience preferred.

Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. Must have a valid state of Florida driver license.

Must be able to obtain Florida Parking Enforcement Specialist for Civilians certification within six (6) months of employment.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge ~~in~~ of Microsoft Office Products (Word, Outlook, Excel, etc.).
- Knowledge of city ordinances and rules pertaining to Parks and Recreation.
- Knowledge of safety hazards in the use of the playground or other facilities and the necessary precautionary measures to take.
- Knowledge of the principles and procedures used in the security work and patrolling of facilities.
- Knowledge of park operations.
- Skill in providing excellent customer service.
- Ability to prepare reports.

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- Ability to maintain effective working relationships with staff and public served.
- Must demonstrate sound work ethic.
- Ability to be fair and compassionate in a consistent manner.
- Ability to work indoors and outdoors for extended periodsof time, especially during Special Events.
- Ability to assist with light custodial duties.
- Ability to react efficiently and effectively in emergency situations.
- Ability to follow/enforce instructions and incident response protocols.
- Ability to work with limited supervision.
- Ability to work a designated work schedule, including evenings, weekends. and holidays.
- Ability to work independently and cooperatively.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing. or pulling of objects and materials of light to moderate weight (10–50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils. and other cutting substances.

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