

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: PARK RANGER

GENERAL DESCRIPTION OF DUTIES

Performs and coordinates day-to-day park activities under general supervision. Responsibilities include maintenance and patrol as well as tasks associated with the safety and security of the public in parks and recreation facilities, to include the supervision of part time park attendants. Uses independent judgment and discretion in emergency situations and provides information about park rules and regulations, including explanations and enforcement of regulatory codes and ordinances relating primarily to park usage. General and special instructions and assignments are received from a supervisor, who evaluates performance through observation and review of reports

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

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.

- Patrols parks and enforces park code, rules and regulations with the public while demonstrating professionalism, respect, and impeccable customer service.
- Monitors and manages parks during recreational activities hosted at site. May include traffic and crowd control, preventing vandalism and destruction of parks and performs other supportive services at special events, in cooperation with public safety personnel
- Supervises part-time park attendants and assists/advices in handling of complaints and enforcement of park codes, rules, and regulations.
- Reports emergencies such as serious injuries, disorderly conduct, crime or lost children.
- Investigates and resolves complaints, prepares incident reports and related documentation.
- Performs a variety of duties associated with the daily custodial maintenance of park areas and facilities such as collecting trash, sweeping shelters, and cleaning restrooms.
- Works closely with civic organizations and sports leagues while promoting good public relations.
- Oversees the opening and closing of parks including access gates and lighting. Ensures area and buildings are in working order, maintained for appropriate activities, and to ensure there is no damage or safety issues prior to an event and after usage.
- Monitors weather conditions and lightning detectors.
- Dragging and lining fields on an exception basis only and as directed by supervisor.
- Performs related duties as directed.

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KNOWLEDGE, SKILLS, & ABILITIES

- Ability to communicate effectively both orally and in writing.
- Knowledge of park codes, ordinances and regulations.
- Skilled in the use and care of various cleaning equipment and tools to maintain the facility.
- Knowledge of the occupational hazards and safety precautions related to the work.
- Ability to meet with the public effectively and provide information regarding park facilities and regulations to ensure the safety and welfare of visitors.
- Ability to deal firmly but courteously with trespassers and violators of City ordinance, safety and park rules.
- Ability to establish to establish and maintain effective working relationships with the public and employees.
- Ability to make sound decisions in emergency situations and react quickly and calmly with an effective course of action.
- Physical ability to effectively and safely use and operate City assigned vehicles, manual and power tools.
- Ability to walk and stand several hours in varying climate conditions.
- Ability to work nights, weekends, and holidays.

EDUCATION & EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma; three years of related work experience in park operations and maintenance work; or an equivalent combination of education, training, and experience. Must possess CPR, AED, and First Aid Certification, or have the ability to obtain within the first three months of employment. Must possess FEMA 100 and 700 certifications, or the ability to obtain within the first six months of employment. Valid Florida driver's license with an acceptable driving record. Ability to work nights and weekends.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performing tasks. Tasks may involve lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5 – 50 pounds). Physical abilities required include climbing, balancing, crawling, crouching, hearing, kneeling, reaching, standing, stooping, standing and walking for prolonged periods of time. Tasks are performed in outdoor conditions with exposure to disagreeable environmental factors, e.g. rain, solar radiation, heat, humidity.

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Acknowledgement:

Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

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

Approved by City Commission: _____