

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: PARK RANGER

GENERAL DESCRIPTION OF DUTIES

Performs and coordinates the assignment of day-to-day park activities related to the maintenance and patrol of the public in parks and recreation facilities. Work involves a variety of routine to complex activities associated with the safety and security at the City's public grounds, buildings, and facilities. Responds to emergency situations applying established protocols and professional skills and explains and enforces park rules, regulatory codes, and ordinances regarding park usage. General and special instructions and assignments are received from a supervisor, who evaluates performance through observation and review of reports. Work is performed under general supervision.

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.

- Assigns daily activities and coordinates schedules for part-time Park Attendants.
- Patrols parks and enforces the park's code, rules and regulations with the public; maintains the professionalism, respect, and impeccable customer service standards for self and direct reports.
- Monitors and manages parks during recreational activities hosted at site including but not limited to, traffic flow and control, crowd control, and preventing vandalism and destruction of parks and facilities.
- Collaborates with public safety personnel during special events to provide support services per event specific and/or established inter-agency protocols.
- Assists/advises Park Attendants for handling complaints and enforcing park codes, rules, and regulations.
- Reports emergencies such as serious injuries, disorderly conduct, crime or lost children per established protocols and guidelines.
- 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 including but not limited to, 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 ensures there is no damage or safety issues prior to and after events. Monitors weather conditions and lightning detectors.

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- May assign or request Park Attendants to assist in dragging and lining fields.
- Works outside of standard business, including during evenings and on weekends.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of and the ability to communicate and enforce, park codes, ordinances and regulations.
- Knowledge of the occupational hazards and safety precautions related to the work.
- Skilled in the use and care of various cleaning equipment and tools to maintain the facility.
- Skill in responding and reacting to emergency situations and quickly, calmly, and with an effective/appropriate and compliant course of action.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively provide the public with 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 and maintain effective working relationships with the public and employees.
- Ability to effectively, safely and physically use and operate City assigned vehicles, manual and power tools.
- Ability to walk and stand several hours in varying climate conditions.

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

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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.

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: _____