



JOB TITLE:	Park Ranger Manager	PAY GRADE:	\$67,275-\$90,563
DEPARTMENT:	Leisure Services	POSITION CODE:	
REPORTS TO:	Assistant Leisure Services Director	UNION STATUS:	Non-Bargaining
FLSA STATUS:	Exempt	DIRECTOR/ASST:	No

JOB SUMMARY:

Supervises and directs the operation, maintenance, protection, and visitor services of parks for the City of Lake Worth Beach (COLWB). Work involves overseeing multiple parks or facilities, managing staff (Park Rangers, seasonal/part-time personnel, maintenance crews), enforcing park policies and ordinances, budgeting, ensuring safety and resource conservation, and acting as the primary liaison between park operations, City administration, and the public.

Work is performed under minimal supervision with moderate latitude in the use of initiative. Position relies on experience and exercises some independent judgement to determine the best approach by using and interpreting policies and procedures.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform related work as required.

- Monitors daily park operations across multiple park sites, beach accesses, trails, boat ramps, etc.
- Provides guidance to and leads Park Ranger staff
- Implements and enforces park rules, regulations, policies, and safety protocols
- Patrols park properties to check for hazards, vandalism, unauthorized use, and compliance with rules
- Responds to complaints, emergencies, and incidents; coordinates with law enforcement and emergency services as needed
- Maintains facilities and oversees maintenance scheduling and preventive maintenance
- Ensures safety inspections of park amenities, equipment, and structures; implements corrective measures
- Prepares purchase orders and requisitions
- Maintains inventories of equipment, vehicles, tools, supplies
- Prepares, monitors, and submits records, reports, and logs (e.g., visitor counts, incident reports, maintenance work orders, financial reports)
- Administers fees, permits, entrance / parking revenue programs (if applicable)
- Coordinates with other City departments (public works, planning, etc.), community groups, and stakeholders on park planning, capital improvements, and special events
- Ensures compliance with local, state, and federal regulations related to parks, environment, wildlife, and public safety
- Follows City and public safety guidelines and protocols; performs job functions in a safe manner and reports all safety hazards per established policies and procedures

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- Coordinates visitor services and resolves visitor issues
- Responds to inquiries, questions, and comments from the general public per established standards and protocols
- May administer budgets for parks operations: supplies, equipment, maintenance contracts
- May manage resource conservation efforts: habitat protection, invasive species removal, wildlife management, trail restoration, erosion control, etc.
- May be required to attend evening and/or weekend meetings and events based on organizational responsibilities and/or requirements

SUPERVISORY RESPONSIBILITIES:

- May train, coordinate, provide guidance to and review the work of lower-level staff to accomplish operational plans and results

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local ordinances, parks & recreation regulations, and safety standards
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Ability to use common tools and equipment
- Ability to enforce rules and regulations in a fair, consistent, and professional manner
- Ability to use reasoning skills that minimize duplication of efforts, including comparing, classifying, analyzing and coordinating
- Ability to plan, assign, and supervise the work of assigned staff
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to prepare clear reports and follow written procedures
- Ability to establish and maintain effective working relationships with those contacted during work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to work outside of standard business hours as required by organizational and/or job obligations

EDUCATION AND EXPERIENCE:

- High school diploma or GED and five (5) years of experience in parks, recreation, public safety, natural resources or related field, including some previous lead-worker responsibility or demonstrated ability to lead the work of others; or a combination of experience, certification, education and training that demonstrates expertise in the related areas.
- 5-10 years' experience as a Park Ranger in State or Federal Park systems

CERTIFICATIONS, LICENSES OR SPECIAL QUALIFICATIONS:

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- May be required to have a valid state of Florida driver license or obtain within a designated period
- May be required to have CPR / First Aid certification or obtain within a designated period
- May be required to pass a pre-employment background check

PREFERRED QUALIFICATIONS:

- Knowledge of environmental science, ecology, and/or natural resource management
- Experience in law enforcement or code enforcement
- Experience with environmental management, trail maintenance, habitat restoration or similar work
- Additional certifications or training relevant to park safety or resource protection
- Bilingual English/Spanish

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.

ENVIRONMENTAL REQUIREMENTS:

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

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

All full-time employees are considered critical in response to emergency situations and may be deemed essential as needed depending on the situation.

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The job description does not constitute an employment agreement between the City of Lake Worth Beach and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Lake Worth Beach is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, this organization provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Applicants for positions with the City of Lake Worth Beach should know and be aware of the following:

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, some of the job classifications within the City of Lake Worth Beach workforce are covered by Collective Bargaining Agreements with a union. Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____ Employee Name (print)	_____ Supervisor's Name (print)
_____ Employee Signature	_____ Supervisor's Signature
_____ Date	_____ Date

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