



Chief Park Ranger

Category: Classified
Pay Grade: C25
Job Code: 14770

JOB SUMMARY

Performs administrative, supervisory, direct public contact work, protecting public property by properly interpreting and enforcing rules and regulations in the operation of multiple County parks, preserves, managed lands, beach accesses, boat ramps, boat storage areas, recreation trail, and a marina; supervises Park Rangers, oversees the general maintenance of park buildings and amenities, and responds to patron inquiries.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Administers and supervises the operation and maintenance of multiple park facilities including boat dock areas, fishing, bathing, and swimming areas, building and grounds maintenance, and security patrolling;
- Supervises the training of Park Rangers, conducts hiring interviews, prepares schedule, approves payroll, completes performance evaluations and disciplinary actions, and reviews Park Ranger's daily logs;
- Supervises and conducts park and playground safety and maintenance inspections;
- Responds to questions from the public, advises of recreational opportunities, and explains regulations;
- Investigates disturbances or suspicious circumstances and, when necessary, enforces rules and regulations through appropriate intervention;
- Issues citations to park patrons for violations of park rules or regulations and appears in court as an expert witness when required;
- Submits maintenance work orders and requisition of materials and supplies;
- Maintains adequate inventory of necessary materials and supplies to efficiently operate and maintain property;
- Provides general landscape maintenance;
- Patrols parks, boat ramps, beach accesses, campgrounds, and trails, using assigned vehicles or bicycles, on foot as necessary in areas otherwise inaccessible, or when closer scrutiny is necessary, directs and controls traffic, makes traffic counts and surveys, gives first aid, and protects park property;
- Supervises fuel site, recording usage and submitting recording logs via fax per schedules deadlines and conducts asset inventories;
- Completes monthly reports, citations, fee collection paperwork, and work orders;
- Responds to questions from the public and gives information concerning park facilities, historical sites, rules, regulations, and other related matters;
- Performs weekly safety inspections, prepares safety inspection reports, and performs various maintenance duties;
- Assists in requisitioning materials and supplies for multiple park operations and maintenance;
- Supervises the parking fee program which includes entrance booths and pay stations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of experience in general maintenance, landscaping, park operations, or related direct public contact work with one (1) year of supervisory training or experience; or an Associate's degree in natural resources, park administration, leisure studies, forestry, botany, or related field and three (3) years of related experience that includes one (1) year of supervisory training or experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee must possess and maintain a valid certification as a Parking Enforcement Specialist, as outlined in Chapter 316, Florida Statutes.
- Employee must possess and maintain valid certificates indicating successful completion of First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED).
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of principles, practices, and techniques of park management;
- Knowledge of maintenance requirements typical to park facilities and equipment;
- Knowledge of indigenous animal, fish and plant life;
- Knowledge of and skill in first-aid practices and park safety precautions;
- Knowledge of computer systems;
- Skill in explaining, and the ability to tactfully enforce park rules and regulations;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.;
- Ability to use small and medium equipment and machinery;
- Ability to tactfully deliver accurate and understandable information to the public in response to inquiries or complaints;
- Ability to train and supervise park rangers;
- Ability to give tours or make public presentations regarding natural or historic areas;
- Ability to diplomatically control large groups of visitors and provide for the welfare and safety of visitors;
- Ability to establish and maintain effective working relationships with the general public, customers, law enforcement agencies, superiors, fellow employees, and others.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.