

CITY OF GLENDALE

TITLE: Park Ranger CLASS CODE: 431

REPORTS TO: Park Ranger Supervisor GRADE: 16

DEPARTMENT: Parks & Recreation FLSA: N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Provides assistance and information to park visitors, promotes park safety, and enforces park policies and regulations.

ESSENTIAL FUNCTIONS:

1. Monitors park activities and users; enforces park policies and regulations.
2. Performs park security activities; monitors events; identifies and reports unsafe conditions and vandalism.
3. Patrols park to deter criminal and other undesirable activity.
4. Ensures that reserved facilities are available for users in a safe, clean condition; checks for permits.
5. Provides assistance in emergency situations; calls for police or medical assistance.
6. Answers routine questions and assists park users as required.
7. Checks and monitors safety of playground equipment
8. Prepares reports of injuries, vandalism, thefts, patrol time.
9. Cleans area using broom, mop or other tools.
10. Moves debris, dirt or other material using a shovel, rake or other tool; digs ditches, holes for signposts, etc.
11. Sets up tables, chairs, barricades, traffic cones, etc.

SECONDARY FUNCTIONS:

12. Assists with setting up for special events.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- Recreation department policies and regulations.
- City ordinances and state statutes for park use.
- Park safety practices.
- Patrol and security procedures and practices.

Ability to:

- Handle encounters with hostile or irate individuals.
- Conduct equipment or facility checks; identify hazardous or unsafe conditions or behaviors.
- Effectively communicate verbally and in writing.
- Keep accurate records; prepare accurate and timely reports.
- Perform basic life support and basic first aid procedures.
- Establish and maintain effective working relationships with City staff and the public.

WORKING CONDITIONS:

Exposure to varying weather conditions; extensive walking, patrolling a City park.
Occasionally encounters hostile or irate persons.

MINIMUM QUALIFICATIONS:

High school education and one year of experience in public recreation, security, or related field.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

- Valid Arizona driver's license.
- Basic life support (CPR) and first aid certification.
- Working evenings, weekends, and holidays.