



CLASSIFICATION TITLE: Park Ranger	JOB NUMBER: 7226	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Parks and Public Facilities Supervisor	PAY GRADE: 13	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs administrative support work in a variety of recreation activities, programs, events, facility needs, and routine enforcement of park rules and regulations, and related work as apparent or assigned. Works a varied schedule to include days, evenings and weekends. Work is performed under the moderate supervision of the Parks and Public Facilities Supervisor ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Performs routine patrols through City parks; educates and enforces park rules and regulations, writes reports, records data and processes found property.
- Monitors developed and undeveloped parks; reports on park/trail conditions, reports graffiti and assists with abatement.
- Monitors and documents property encroachments from adjacent property owners.
- Monitors and documents property damage to public property.
- Encourages compliance with park policy by way of citizen education and awareness, as well as public relations services to park users.
- Oversees park events/rentals, including collecting moorage fees and other fees, if applicable.
- Assists with interpretive work towards the preservation of sensitive environmental areas within the City.

- Walks and rides a bicycle on paved or dirt trails, up and down inclines and over rough terrain outdoors in a variety of weather conditions.
- Assists with special events such as delivering and setting-up equipment and materials.
- Oversees some annual park events including Arbor Day.
- Assists with the coordination of volunteer groups.
- Makes decisions and exercises independent discretion when observing activity that may require police assistance.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities, as well as health and safety.
- Computer proficiency; windows based software, website navigation.
- Basic clerical and filing skills.
- Record-keeping principles, procedures and techniques.

Skills and Abilities to:

- Oversee a variety of recreational activities for the Parks & Public Facilities Department.
- Learn, read, interpret, apply and explain laws, codes, rules, regulations, contract requirements, policies and procedures to the public.
- Maintain technical records.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Valid driver's license.
- First Aid/CPR Card.

EDUCATION AND EXPERIENCE

High school diploma or GED.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

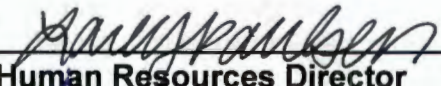
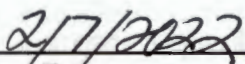
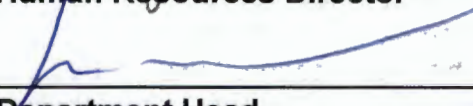

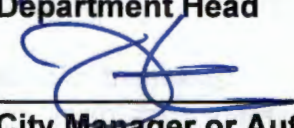
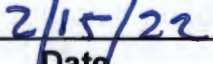
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned work locations; work requires the regular exertion of up to 25 pounds of force and frequent exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions, frequently requires standing, walking and lifting and occasionally requires sitting, climbing or balancing and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

 _____ Human Resources Director	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date