



Career Service Authority

Page 1 of 4

Boating Ranger

GENERAL STATEMENT OF CLASS DUTIES

Advises, schedules, collect fees, and enforces policies and procedures of all boating activities at a recreational site.

DISGUISHING CHARACTERISTICS

The Boating Ranger is distinguished from Golf Starter/Ranger and Parks and Recreation Ranger in the type of activities performed. The Boating Ranger performs duties involving advising, scheduling, collecting fees and enforcing boating activities while the Golf Starter/Ranger duties involve golf activities such as scheduling of players, updating tournament information, and collecting golf fees by the use of computer and inform golfers of rules and regulations pertaining to the golf course; enforces rules and if necessary, removes golfers from the course for flagrant violations of course rules, golf etiquette or safety. The Parks and Recreation Ranger performs a variety of advisory, scheduling, public relations, policies and procedures enforcement work at various Parks and Recreation facilities and/or in the Denver City and Mountain Parks systems.

Guidelines, Difficulty and Decision Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised

None

ESSENTIAL DUTIES

Collects money for boating permits.

Informs the public on rules and regulations pertaining to boating activities.

Maintains quality of water in the lake by operating power boat and collecting debris from the water.

Maintains materials and supplies for the site.

Administers first aid as necessary.

Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledge, and Skills Requirements

Oral Communication - Expresses ideas and facts to individuals in the process of enforcing regulations.

Interpersonal skills - Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

Flexibility - Adapts behavior and work methods from routine in response to a stressful crisis or unexpected obstacle.

Computer systems- Utilizes a computer to input and access routine information; prints reports.

Customer Service - Greets employees and the public; provides information and assistance about services available reflecting a knowledge of services; handles recurring problems within a defined scope.

Arithmetic - Uses arithmetic including addition, subtraction, multiplication and division.

Written Communication - Completes forms and paperwork related to the work assignment.

Knowledge of the safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of all types of boats including canoes, kayaks, rowboats, sailboats, and motor boats.

Knowledge of boating operations, water skiing activities and safety principles sufficient to be able to monitor boating activities and enforce rules and regulations.

Skill in establishing and maintaining effective working relationships with the public.

Skill in interpreting, adapting and applying appropriate written guidelines, precedents, regulations and standardized work practices to a variety of problematic situations.

Skill in writing reports with sufficient detail to enable the reader to identify and understand all pertinent facts.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hands(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Receptive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Requirements

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment

Extreme cold: temperature cold enough to cause marked bodily discomfort.

Extreme heat: temperature hot enough to cause marked bodily discomfort.

Wet: frequent contact with water or other liquid.

Humid: conditions with high moisture content to cause bodily reactions.

Subject to long irregular hours.

Subject to stressful situations.

Education Requirement

Graduation from high school or possession of a GED Certificate required.

Experience Requirement

One year or one season of experience (full or part time, paid or volunteer) participating in boating activities including a variety of boats including canoes, kayaks, rowboats, sailboats, or motor craft.

Licensure and/or Certification

Possession of a valid Colorado Class "R" Driver's License at the time of application. License must be kept current as a condition of continued employment in this class.

Possession of current American Red Cross certifications in First Aid (adult/Infant/child), and CPR/PR (Cardiopulmonary resuscitation for the Professional Rescuer) at the time of application.

CLASS DETAIL

<i>FLSA CODE:</i>	Non-Exempt
<i>ESTABLISHED DATE:</i>	09/16/1995
<i>REVISED DATE:</i>	10/16/2005
<i>REVISED BY:</i>	Jayne Lujan
<i>CLASS HISTORY</i>	Revised Licensure/and or Certification requirements