



## Career Service Authority

# Parks & Recreation Ranger

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### **GENERAL STATEMENT OF CLASS DUTIES**

This is intermediate performance level recreation class performing 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 Park systems.

### **DISTINGUISHING CHARACTERISTICS**

This class performs higher level of complexity duties involving a variety of advisory, scheduling, public relations, policies and procedures enforcement work at various Parks and Recreation facilities and/or Denver City and Mountain Parks in the areas of athletic fields, and parks patrol. Golf Starter/Ranger duties are more clerical in nature and act as the agent of the Manager of Parks and Recreation involving the scheduling of players, updating tournament information, collecting golf fees by the use of computer. They also 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.

#### ***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:***

By assignment, performs leadwork over seasonal employees.

**ESSENTIAL DUTIES**

Monitors facilities/parks (urban and mountain) for user compliance with applicable rules and regulations.

Patrols parks (urban and mountainous) by foot, bicycle, and/or motor vehicle to ensure that both natural and manmade hazards are identified and corrected.

Protects natural resources through resource management practices.

Interprets rules and regulations relative to the facility/park and its condition.

Responds to and helps coordinate response to emergencies.

Reports hazardous conditions which might interfere with safe usage of facility/park.

Reports all accidents to proper authorities.

Assists facility users in resolving problems and complaints concerning facility/park quality, availability and the actions of other users.

Provides information to the general public about facility and assistance to the general public about park resources.

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, Knowledges & Skills:***

**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.

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.

Bicycling: Moving about on a mountain bike.

### ***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 two seasons of park experience in public relations, natural science, open-space or regulation compliance experience.

Additional appropriate education will be substituted for six months of experience.

**Licensure and/or Certification:**

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

Possession of CPR/First Aid certification within six (6) months of hire date.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 06/01/2002

**ESTABLISHED BY:** Jayne Lujan

**REVISED DATE:** 02/12/2012

**REVISED BY:** Meredith Creme

**CLASS HISTORY:** In 2002, Parks and Recreation requested a new classification for a Park Ranger to patrol mountain and city parks to ensure compliance with park rules and regulations. The new specification included the need to enforce park rules and regulations in the park and recreation facilities and mountain parks. The job specification is being updated to exclude boating activities since there is a Boating Ranger specification already in existence.

02/2012: Addition of CPR/First Aid certification within 6 months of hire date.