



PARK RANGER LEAD

348

Jamestown
1607

DEPARTMENT: Community Services/Parks and Facilities

NATURE OF WORK:

Performs specialized work enforcing park ordinances, assisting patrons, monitoring activities, and maintaining the general cleanliness of parks. Work is performed under supervision of a Parks Operations Coordinator, Park Supervisor, or his/her designee. Responsible for assigning work tasks, developing work schedules, and assisting a Park Operations Coordinator or Park Supervisor in monitoring and evaluating park staff. Performs entry level law enforcement and protective service work to maintain public peace, protect life and property, and enforce laws, park rules and ordinances. Work involves risk, hazardous exposure and personal danger.

Educates park users on park ordinances and enforces all park rules and regulations.

Attend meetings and education programs that will enhance or educate the public about our parks.

ESSENTIAL FUNCTIONS OF THE JOB:

Directs patrons to park areas and provides instruction for use.

Prepare for and give legal testimony; appear in court as a designated investigating officer.

On assigned shift, operate vehicle to observe for violations of county ordinances, suspicious activities or persons, and disturbances of law and order: respond to radio dispatches; answer calls and complaints; perform foot and bicycle patrols to serve as a deterrent to criminal activity and to enhance the department's County's Policing philosophy; investigate complaints and issue summonses; prepare detailed reports and maintain records.

Opens and closes park facilities as needed.

Picks up litter; cleans rest room facilities; cleans shelters as needed.

Supervises the work of assigned staff; provides guidance and training; performs various personnel functions. Including hiring, performance appraisal, counseling, employee selection, disciplinary actions, etc.

Assists with special facility arrangements and special events.

Inspects parks, playgrounds, and other facilities on a regular basis.

Performs minor repairs and maintenance to equipment, grounds, and any park structures as needed.

Monitors, evaluates and schedules staff as directed by supervisor.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Maintain and improve job readiness: participate in Healthy Officer Program as required by the Department; engage in required practice with firearm and other service weapon; attend job related training.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at all County Parks and Recreation facilities and other locations where County sponsored programs are being held. Operates telephone, radio and cell phone, automobile, full size trucks, and a variety of off road vehicles. Requires considerable movement throughout all parks and trail systems operated by the County. Requires working outdoors in unpleasant weather conditions and will be assigned to work weekends, holidays and evening shifts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of James City County park ordinances, rules, and regulations.

Ability to communicate effectively both orally and in writing.

Ability to interact courteously and effectively with the public, tactfully enforce rules and regulations, and work cooperatively with Police personnel when necessary.

Ability to work independently and make decisions in accordance with policies and procedures.

Ability to perform minor maintenance and repairs to park equipment, grounds, and park structures.

Ability to learn civil and criminal statutes on which charges and arrests are executed.

Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to remain calm and maintain control in various levels of stress situations.

Ability to maintain all certifications and qualifications as necessary for a law enforcement officer.

Skill in the operation of motor vehicles, firearms and other law enforcement equipment.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; previous experience working with the public preferred; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires: A post-offer drug test; criminal history record check; and, valid Virginia drivers license with an acceptable driving record based upon James City County's criteria.

Must meet physical fitness standards based upon James City County's criteria.

Must successfully complete the Special Conservator of the Peace training program provided by DCJS and be appointed by the court before wearing Ranger badge.

Date: August 2010

ParkRngrLead348_155_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Park Ranger Lead
Department: Community Services

Position Number: 348
Division: Parks and Recreation

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull				✓			✓		
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- Step stool
 8' to 10' step ladder
 Extension ladder
 Other: _____
 Not essential to job function

Stairways

- 1 flight
 2 flights
 3 or more flights
 Other: _____
 Not essential to job function

Steps

- 1-2
 2-3
 3-4
 Other: _____
 Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand					✓			✓	
Sit			✓				✓		
Walk					✓			✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other: _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other: _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____			