



TOWN OF CLIFTON EMPLOYMENT OPPORTUNITIES

PARK RANGER

Hourly Pay Rate: \$17.98
Part-Time

Opportunity: Open Competitive
Opening Date: 08/27/2024
Closing Date: Open Until Filled

FSLA: Non Exempt

DISTINGUISHING FEATURES OF WORK

The fundamental reason this position exists is to police and maintain all Town Parks and recreational facilities to include the Splash Pad and the North Clifton RV Park. Additional features of work include janitorial and landscaping of the Community Center and Public Library, safeguarding equipment and facilities against possible loss or damage from theft, vandalism or other causes. A Parks Ranger is required to provide the public with a variety of information about specific park areas and other recreational facilities and solve day to day problems without immediate supervision. General supervision is received from the RV Park Manager who confers with the Town Manager on unusual or particularly difficult situations.

Examples Of Work Performed (Any one position may not include all of the duties listed, or do the listed examples include all tasks which may be found in positions of this class.)

- Patrols all town park areas and recreational facilities for damage
- Covers the RV Park on a scheduled weekend rotation to include registering guests.
- Patrols the North Clifton RV Park to assure registered guests are in compliance with rules and regulations.
- Inspects birding trails for unsafe conditions and schedules routine maintenance.
- Anticipates and solves problems.
- Radios for police help in emergencies.
- Responsible for landscaping all town parks and recreational facilities to include Community Center and Library lawns.
- Moves debris, dirt or other material from one place to another using a shovel, rake or other tool.
- Sets up or removes folding tables, chairs, barricades, traffic cones or similar objects.
- Digs up ground for ditches, holes for sign posts, etc. using a pick, shovel, spade or other tool.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Janitorial duties.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Local plants and animals, including common poisonous and edible plants and animals.
- Basic first aid, including CPR. Not required but preferable.

Ability to:

- Learn departmental regulations, Town ordinances and State statutes pertaining to municipal parks.
- Understand and follow oral and written instructions.
- Work independently.
- Communicate orally with town employees, customers, clients or the public using a radio or telephone or in a face to face, one to one or group setting.
- Operate and maintain all landscaping equipment and tools.
- Comprehend and make inferences from written material.
- Make continuous or repetitive arm-hand movements (i.e., directing traffic).

- Travel over rough, uneven, or rocky surfaces.
- Move heavy objects (50 pounds or more) short distances (20 feet or less).
- Move objects between 20-50 pounds or lighter long (more than 20 feet) or short distances.
- Use common hand tools, such as a hammer, saw, screwdriver or similar tool.
- Work In a variety of weather conditions with exposure to the elements.
- Learn job-related material through both oral instruction and observation and structured lecture and reading. Learning takes place on the job and classroom settings.
- Manage North Clifton RV Park registration documents and payments.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Supervise inmate labor crews.

Additional Requirement:

- Some positions require the use of personal or Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (C.D.L.). Pre-employment drug testing is required for C.D.L. positions. Employees in C.D.L. positions will be subject to unannounced alcohol and drug testing as a condition of continued employment.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.
- Due to supervising inmates, position will require satisfactory completion of a personal background investigation by the Department of Corrections.

Acceptable Experience And Training:

Possession of a high school diploma or GED and one year of public contact work and training in basic first aid, including CPR. Other combinations of experience and education that meet the minimum requirements may be substituted.