

PARK RANGER

DISTINGUISHING FEATURES OF WORK

The fundamental reason this position exists is to police parks areas, 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 a specific park area and other park and recreation facilities and solve day to day problems without immediate supervision. General supervision is received from the Town Manager.

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 park areas for damage to equipment and facilities.
- Monitors the use of alcohol and amplified music.
- Inspects trails for unsafe conditions and routine maintenance
- Anticipates and solves problems.
- Responsible for maintaining/inspecting rv park camp sites and surrounding grounds daily.
- 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
- Taking reservations, checking customers in and out of the park
- Accounts receivable to include monthly invoicing and receipt of payments
- Notifying customers verbally and written of various items to include late payments and other park violation rules.
- Supervision of inmates as provided in the State of Arizona Work Offender Program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Computer skills, use of Microsoft Office and Quick Books
- Basic First Aid, including CPR.
- Knowledgeable in the local area and local services.
- Ability to learn and implement departmental regulations, town ordinances and State Statutes pertaining to recreational vehicle parks.
- Understand and follow oral and written instructions.
- Ability to write creative positive information postings for park residents.
- Work independently.
- Customer Service ability to include strong communication and listening skills
- Basic building maintenance knowledge.
- Knowledge in General Safety Procedures.

MINIMUM EDUCATION AND TRAINING REQUIREMENTS

Possession of a high school diploma or GED certificate; possession of valid driver's license, training in basic first aid, including CPR, (certificate must be obtained within the first 6 months of employment), and experience in office management and supervision.