

METRO
Classification Description

Title:	Park Ranger	Bargaining Unit:	LIUNA 483
Job Code:	0450/4450	Established:	1/1/94
Pay Range:	345/455	Revised:	12/2005; 11/10/09
FLSA Status:	Non-Exempt	EEO Category:	Service/Maintenance

CLASSIFICATION DESCRIPTION

Function as a Park Ranger to enhance public recreation, safety, and experiences, and perform and coordinate multi-skilled tasks in the construction, operation, maintenance and repair of parks, facilities, irrigation and water systems, cemeteries, spray pads, gates, campgrounds, natural resource areas, marine facilities, picnic areas, playgrounds, and other public areas and facilities. Also responsible for public safety, emergency response, crowd control, fee collection and cash handling, oversee volunteers, assist in sustainability and evaluation functions, and represent Metro with event groups, visitors, and the public.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Performs and/or coordinates a wide variety of multi-skilled tasks in laying out jobs for construction, maintenance and repair of parks, park facilities, marine docks and facilities, spray pads and irrigation systems, cemeteries, campgrounds, and other public areas.
2. Operates and performs maintenance and upkeep on a variety of hand and power tools and equipment such as dump trucks, pickup trucks, power mowers, chain saws, cement mixers, air compressors, tractors, backhoes, brush and stump chippers, or trimmers.
3. Assists the public while visiting the parks to ensure a positive and unique public recreation experience. Provides services to enhance park use, appreciation, events, and visitation.
4. Performs specialty area functions such as cemetery maintenance and operations tasks such as mowing lawns, arranging opening and closing of gravesites, setting up for burials and assisting in locating graves, and selling cemetery plots.
5. Performs park maintenance and repair tasks such as mows lawns, chemical spraying, clears roads and trails, cleans and stocks restrooms, removes garbage and litter, and plants and cultivates trees, shrubs and lawns.
6. Performs gardening activities for natural areas including plant propagation and restoration.
7. Repairs and/or builds park facilities such as water systems, restrooms and other structures; picnic tables, barbecues, fences, signs, walks and trails; may involve tasks such as building forms and pouring concrete, painting, carpentry, grading, and laying asphalt.
8. Opens and/or closes parks and may be placed in charge of park during absence of supervisory personnel; gives information and directions to the public; collects fees; enforces rules and regulations and issues citations, if necessary.
9. Orients, trains, and leads a crew of variable hour or seasonal park crews or workers; gives work assignments and technical direction, and ensures safe and proper completion of work.
10. Keeps records of work progress, equipment repair and maintenance, and supplies; performs

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related administrative work.

11. Responds to a variety of emergency, public health, or other situations which might involve injuries, misconduct, fires, landowner or neighbor issues or complaints, or other related incidents. Implements emergency closure of parks and/or facilities due to public health, safety, and other issues. Also provides first responder and first aid services.
12. Collects fees generated by park use and attendance, performs credit card and cashier tasks, counts and secures receipts, prepares reconciliations, and prepares deposits.
13. Purchases and maintains stocks of park, landscape, and office supplies. Also coordinates with managers or supervisors to hire contractors for services such as electrical repair, paving, road maintenance, or pump house repairs.
14. Assists in project planning and assessing site specific needs, researches information, and prepares cost estimates for service contracts or capital improvement projects. Also assists in project and park sustainability and evaluation efforts.
15. Compiles data for reports.
16. Assists the public, public officials and other employees in a professional and courteous manner.
17. Develops safe work habits and contributes to the safety of self and co-workers.
18. Contributes to a positive team atmosphere.
19. Has regular and punctual attendance.
20. Performs assigned duties during an emergency situation.
21. Other duties as assigned.

JOB SPECIFICATIONS

Job Preparation

Education and Work Experience

- Associate's degree or equivalent from an accredited college with major course work in parks, natural resources, education, horticulture, or forestry, and three years park ranger related public recreation, maintenance, construction, operations, sustainability, and evaluation responsibilities or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

Knowledge, Skills and Abilities

- Park systems, natural areas, grounds, maintenance, and specialty areas such as spray pads, irrigation systems, campgrounds, cemeteries, boat docks, or work sites
- A broad range of facilities and parks maintenance and construction methods and practices associated with electrical, carpentry, plumbing, painting, concrete, irrigation, gardening, and other trades
- Pacific Northwest flora, fauna, geological and aquatic resources
- Methods and techniques of park protection, enhancement, and restoration
- Pesticide regulations, sprays and chemicals and their usage
- Safely and effectively operate of a variety of hand and power tools, sprayers, and heavy equipment such as tractors and their attached implements

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- Operate a personal computer and associated software, radios, and cell phones
- Perform minor maintenance with a variety of equipment and hand and power tools
- Communicate effectively with and working with park visitors, families, and event participants, other employees and the public
- Perform manual work indoors and outdoors under severe climate conditions
- Understand, follow, and issue written and oral instructions
- Work independently and to lay out work, train, and lead work of other employees
- Prepare and maintain accurate and complete records and reports
- Enhance public recreation events and experiences, to provide information regarding park functions and schedules, and to interact with the public,
- Communicate effectively with the public, colleagues, and management
- Gain compliance to enforce park rules and local ordinance codes to maintain public safety and crowd control. Also ability to work with and assist local police officers and deputies as required
- Perform emergency service, first responder, and park closure duties
- Physically perform all the essential duties of the position including prolonged strenuous efforts and lifting up to 50 pounds
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position

Special Requirements

- Successfully pass the background checks and screening requirements of the organization
- Possession of, or the ability to obtain upon hire, and maintain a valid driver's license and First Aid/CPR Certification, and to obtain within six months and maintain a Commercial Driver's License (Class A), Limited Multnomah County's Sheriff's Commission, and such other certifications and licenses as may be required

Tools and Equipment Used

- Variety of hand and power tools and equipment such as dump trucks, pickup trucks, power mowers, chain saws, cement mixers, air compressors, tractors, backhoes, brush and stump chippers, or trimmers
- May use standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

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Supervision

- Supervision is received from assigned management or supervisory staff
- May act as lead over community service, variable hour workers or work crews

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Duties may require prolonged strenuous efforts in hazardous locations in enclosed spaces and at heights and under inclement weather and other adverse conditions

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.