

# METRO

## Classification Description

<b>Title:</b>	Park Ranger Lead	<b>Bargaining Unit:</b>	LIUNA 483
<b>Job Code:</b>	3450/4005	<b>Established:</b>	12/06
<b>Pay Range:</b>	360/470	<b>Revised:</b>	9/2009
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Category:</b>	Service/Maintenance

### CLASSIFICATION DESCRIPTION

Function as a Lead Park Ranger to oversee, coordinate, conserve, and enhance public recreation, events, operations, natural resource, and maintenance functions. Duties depend on assigned park responsibilities as well as seasonal, program, setting, facility, and other requirements. Perform or oversee public education, public safety, law enforcement, emergency response, volunteer services, fee collection and cash handling, sustainability, and evaluation functions, and represent Metro with visitors, other agencies, 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. Assists and participates in park planning, recreation, sustainability, evaluation, and specialty area functions with management, supervisory, and other personnel.
2. Oversees and performs a wide variety of multi-skilled tasks in the layout and construction, maintenance, and repair of park areas, gates and facilities, which, depending on assigned parks, may include boat ramps, campgrounds, trails, forests, wilderness areas, picnic areas, playgrounds, amphitheaters, and other areas.
3. Oversees 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, backhoes, brush and stump chippers, or trimmers.
4. Coordinates and performs specialty area functions such as sustainability and conservation projects, communications and visitor enhancements, and public areas access maintenance.
5. Coordinates and works with community agency partners and other agencies to create park and facility improvements, facilities, programs, access routes, and services.
6. Leads, instructs and performs park maintenance and repair tasks such as chemical spraying and organic control tasks, clearing roads and trails, cleaning and stocking restrooms, removing garbage and litter, and planting and cultivating trees, shrubs and lawns.
7. Leads, instructs and 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 road repairs.
8. Opens and/or closes parks and may be placed in charge of parks during absence of management or 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 park rangers, temporary or seasonal park workers; gives work assignments and assures safe and proper completion of work. Keeps records of work progress, equipment repair and maintenance, and supplies; performs related administrative

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work.

10. Directs and responds to a variety of emergency, wildlife or natural resource issues or complaints. Implements emergency closure of parks and/or facilities due to public health, fire, storm, safety, and other issues. Also provides first responder and first aid services.
11. Oversees and collects fees generated by park use and attendance, performs credit cards and cashier tasks, counts and secures receipts, prepares reconciliations, and prepares deposits.
12. Purchases and maintains stocks of supplies for park, campground, natural resource, and office use. Also coordinates with management to hire contractors for services such as electrical repair, paving, road maintenance, or campground repairs.
13. Works with Rangers, Naturalists, and other persons on day-to-day project planning and assessing site specific needs; researches information and prepares cost estimates for services contracts or capital improvement projects.
14. Conducts staff meetings in absence of manager/supervisor; participates in regular and special operations, sustainability, and evaluation meetings with management and staff.
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 five years park ranger related public recreation, lead, project management, 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**

- Leadership, recognition, day-to-day oversight, communication skills and work planning to help develop a positive team environment
- Complex, large scale regional park systems, natural areas, and specialty areas such as campgrounds, wilderness roads, trails, forests, maintenance and construction
- Complex, large scale regional park flora, fauna, forests, wildlife, wilderness areas, geological and environmental systems and resources
- Complex, large scale regional park project management methods and techniques of development as well as park protection, enhancement, and restoration

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- Pesticide regulations, sprays and chemicals and their usage
- Safely and effectively direct, oversee and operate of a variety of hand and power tools, and heavy equipment such as tractors and their attached implements
- Operate a personal computer and associated software, radios, and cell phones
- Oversee and perform minor maintenance a variety of equipment and hand and power tools
- Lead and communicate effectively with and work with park visitors, families, event participants, other employees, public agencies, and the public
- Resolve conflict and dispute
- Organize and assign work, train, and lead co-workers and other employees
- Oversee, coordinate, and perform manual work indoors and outdoors under severe climate conditions
- Direct, understand, follow, and issue complex written and oral instructions
- Provide continuing leadership, work independently, and to lay out work, train, and direct day-to-day work of other employees
- Lead, oversee, and perform park fee collection and cash handling, records and project management functions, and prepare and maintain accurate and complete records and reports
- Provide overall direction to enhance public recreation events and experiences, to provide information regarding park functions and schedules, and to interact with the public
- Communicate effectively regarding complex, large scale regional park matters with the public, colleagues, other agencies, 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
- Plan and coordinate sustainability and evaluation projects
- Perform, direct, and coordinate emergency service, first responder, and park closure duties
- Oversee and physically perform all of the essential duties of the position including prolonged strenuous efforts such as climbing, kneeling, stooping, bending, twisting, 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

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### 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), Oregon Pesticide Applicator License, Limited Multnomah County's Sheriff's Commission, and such other certifications and licenses as may be required

### Tools and Equipment Used

- A variety of hand and power tools and equipment such as dump trucks, pickup trucks, power mowers, chain saws, cement mixers, air compressors, 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

### Supervision

- Supervision is received from assigned management or supervisory staff
- May act as lead over Park Rangers, volunteer, temporary, or community service workers or work crews. Lead duties typically include new employee orientation, training, direction on work procedures and performance standards, assigning and overseeing work, following up on assignments, scheduling and providing input to the supervisor regarding hiring and performance evaluation; may participate in the screening and interview process.

### 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 contaminated areas, enclosed spaces, at heights, 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.*