

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Park Ranger</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>DA09</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occup Group	<u>Public Safety Sup & Security</u>

PRIMARY PURPOSE:

Patrols and monitors city-county parks, park trailways, and park facilities to enforce City, County and State laws, ordinances, regulations, rules and administrative policies. Provides security and performs other related duties as assigned.

SUPERVISION:

Under the direct supervision of the Park Ranger Supervisor. May supervise assigned staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Patrols parks, park sites, trails, and park facilities by foot, bicycle and vehicle; checks security of Park Board buildings, facilities, vehicles and grounds in accordance with recognized security procedures; enforces vehicle parking and traffic regulations applying to parks; enforces City/County/State laws, ordinances, regulations, rules and administrative policies.
2. Drives a vehicle to various city-county park sites and facilities and other assigned locations to perform surveillance to insure proper use of parks and park facilities.
3. Provides a deterrent to unacceptable behavior by maintaining high visibility at parks and park facilities.
4. Performs a variety of park security duties in the management of park resources and public safety.
5. Issues warnings and citations for violations of municipal codes, administrative policy and regulations on parks property; locks and unlocks gates on park property.
6. Educates the public and acts to diffuse difficult situations; may council, advise, or detain individuals whose actions endanger persons or property.
7. Acts as liaison to City of Springfield Police and Greene County Sheriff's Departments; coordinates assistance, backup and information related to park code enforcement issues.
8. Assists local law enforcement emergency services officials.
9. Develops programs to insure public safety in parks including public education, interpretation, enforcement, coordination, and inspections.
10. Makes arrests, issues citations, obtains evidence and testifies in court as necessary.
11. Administers emergency medical first aid to injured or ill persons as necessary.
12. Controls crowds and accommodates reception of groups, public officials or dignitaries.

IMPORTANT FUNCTIONS:

1. Provides assistance to park patrons to maintain good public relations.
2. Maintains accurate records and writes reports.
3. Supervises and schedules the work of assigned temporary staff.

Performs related work as required

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

General security practices and procedures associated with parks and park facility use; applicable federal, state, and municipal laws, regulations and rules.

Abilities

To speak, read and write adequately in the English language and communicate orally in a court room setting; deal courteously in a tactful, skillful, and patient manner to interact with diverse groups of people; observe possible safety hazards and take appropriate action; interpret and explain municipal codes, administrative policy and regulations; work independently in the absence of supervision and work well under pressure; use objective judgment and common sense; select, supervise, schedule, train, and evaluate temporary personnel, maintain records and prepare concise, clear reports; communicate clearly both orally and in writing; establish and maintain an effective working relationship with those contacted in the course of work; effectively welcome and embrace differences among employees and citizens; perform the essential functions of the job without posing a direct threat to the health and safety of others while carrying out the City’s stated mission statement and philosophy.

Experience, Education, and Training

Must be a high school graduate or have G.E.D., 21 years of age, a United States Citizen and a resident of the State of Missouri. Must possess a Missouri Class A certification (650 hours or equivalent) or a Class B certification (470 hours or equivalent) and have two years of law enforcement experience. College degree in related field preferred and may substitute for some of the required experience. Must not have any felony convictions, nor any misdemeanor convictions involving moral turpitude or repetitive misdemeanor convictions that tend to indicate a lack of responsibility and credibility.

Physical Requirements

Performs bending, squatting, kneeling, climbing, twisting, and reaching to ground level and overhead; holds and grips objects; walks and runs; lifts, pushes and pulls up to 100 pounds; subject to long periods of standing, walking. Vision must be correctable to 20-40 in either or both eyes.

Working Environment

Primarily an outdoor working environments which may include a variety of extreme weather conditions; subject to extreme heat, cold, dust and/or pollen; possible exposure to mechanical, electrical, chemical, and toxic waste hazards as well as strong odors, fumes and disease when responding to calls for service; subject to life threatening conditions and situations associated with law enforcement activities.

Licensing/Certification

Class A or B certification by the State of Missouri. Must pass state exam and maintain P.O.S.T. requirements. Possession of a valid Missouri Motor Vehicle Operator’s License. Possession of or ability to obtain CPR and First Aid certification within six (6) months of hire date.

Miscellaneous Requirements

Must be able to successfully pass a background investigation. Must successfully pass post offer exams including: polygraph, medical exam and psychological evaluation. Subject to emergency call in.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Abilities	Date: May, 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____