

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Park Ranger Supervisor</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>DA10</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occup Group	<u>Public Safety Support &amp; Security</u>

**PRIMARY PURPOSE:**

To participate in and supervise the performance of general and specialized park law enforcement, security, safety and ambassadorship duties for the Springfield-Greene County Park Board.

**SUPERVISION:**

Under the direct supervision of the Director and Assistant Director of Parks; supervises Park Ranger full-time and part-time 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. Administers and participates in the activities of the Park Board's Park Ranger Division.
3. Handles City-County Park Ranger staffing issues including recruiting, interviewing, hiring, training, and monitoring all full-time and park-time park rangers.
4. Develops and administers work and training schedules for park ranger staff, and conducts periodic performance evaluations for subordinate rangers.
5. Acts as a liaison officer between the Park Board and the Springfield Police Department, Greene County Sheriff's Office, and Springfield-R-12 School District's Security Office.
6. Performs law enforcement, security and safety duties in support of the Park Board's Emergency Management Plans.
7. Monitors and disseminates relevant park-related threat information, law enforcement data and other intelligence.
8. Monitors park ranger fleet and equipment issues; develops and prepares divisional budget request.
9. Actively participates in community safety initiatives, particularly those involving gangs, graffiti, vandalism, etc.
10. Issues citations, obtains evidence and testifies in court as necessary.
11. Controls crowds and accommodates reception of Park Board groups, public officials or dignitaries.
12. Administers emergency medical first aid to injured or ill persons as necessary.

**IMPORTANT FUNCTIONS:**

1. Attends training for professional development purposes; develops training plan for park ranger staff.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

Principles relating to behavioral sciences; report writing methods; communication techniques; equipment involved in police work; applicable federal, state and municipal laws, regulations and rules.

**Abilities**

Communicate effectively both verbally and in writing; perform the essential functions of the job without posing a direct threat to the health and safety of others. Ability to: effectively supervise Park Ranger Division regarding modern police and patrol practices, applicable laws and park security procedures; use and care for all required ranger equipment including firearms; annually complete police certification with firearms; follow oral and written instructions; analyze situations and take appropriate action; react quickly and calmly under stress; conduct training programs; and establish effective working relationships with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the Park Board’s stated mission 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.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 5708
<b>Comments:</b>	Updated Abilities	<b>Date:</b> August 2007

<b>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.</b>	
<b>Signed:</b> _____	<b>Date:</b> _____