

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34670
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	08	Grade:	12
Workers Comp Code:	7720		

Job Code Established:	09/01/06	Effective Date:	09/01/06
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Parks & Grounds Maintenance & Landscaping Series

JOB CODE TITLE: PARK RANGER SPECIALIST

HRIS TITLE: PARK RANGER SPCT

CHARACTERISTICS OF THE JOB CODE: Works under close lead and/or supervision while learning and gradually exercises independent judgment within established guidelines. Has the authority to interpret and ensure compliance with Park rules and regulations; prepare routine correspondence, attendance and fiscal reports. Learns to maintain, repair and improve facilities, grounds and resources of a recreational, historic or natural resource park; greets visitors, serves in a visitor contact station, provides general information; issues permits, collects fees and maintains revenue and attendance records; patrols grounds and enforces Park rules; conducts tours and participates in lectures; maintains museum artifacts; performs office clerical duties and housekeeping and custodial duties; operates two-way radio. Work product consists of maintained buildings and grounds; informed visitors; completed revenue and attendance reports and other office procedures; artifacts maintained; tours and interpretive programs completed. Responsible for proper and timely maintenance and repair of Park grounds and facilities; fee collections and reports; efficient operation of visitor contact station; security of facilities.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Assists in all phases of maintenance to facilities, grounds, vehicles, equipment and specialized systems. Performs routine maintenance to park facilities, including painting, landscaping, plumbing, electrical, carpentry and related. Greets visitors and provides information concerning the park and local area as requested. Collects fees, registers campers and groups, and records data pertaining to revenue and attendance and related information. Prepares record tallies of daily revenue and attendance for supervisory review, confers with supervisor on regular basis discussing work processes, general park operational policies, incidents, problems and plans; receives advice, counsel and instruction. Utilizes two-way radio system to receive and dispatch information concerning general park operations, law enforcement, personnel situations, emergencies. Participates in the development of interpretive programs. Arranges artifacts and objects for display and interpretation and keeps catalogs on same. Monitors condition of, and ensures repair of, artifacts. Inspects park grounds and facilities, looking for areas and items that required maintenance or show indication of malfunction or vandalism. Completes all agency forms in compliance with stated requirements and procedures including time sheets, incident reports, recaps, travel claims, deposit records. Maintains inventory counts of supplies, materials, saleable items; updates inventories and informs supervisor regarding stock needs.

WORK CONDITIONS: May involve outside work in varying climatic conditions, work and travel over rough terrain, lifting up to 50 pounds; pushing and pulling 75 pounds; may be confronted by persons in possession of firearms or other weapons; work hours may vary according to operational needs to include weekends, nights and holidays.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Basic techniques in maintenance and upkeep of facilities and park grounds; park rules, fees, general revenue functions; basic techniques for displaying and interpreting objects/artifacts and

general resources to visitors; basic research and artifact cataloging procedures; general office procedures; vehicle operation and maintenance.

Skill/Ability to: Basic practices and techniques in the maintenance and upkeep of facilities and grounds; driving, operate and maintain automotive equipment; public relations and information dissemination; oral and written communications; operate communication equipment; basic math practices; data gathering and organization and report preparation; maintain effective interpersonal relationships.

KSAs are typically obtained through experience and/or education in:

Construction, facilities or grounds maintenance

Library, museum or accounting/clerical office work

College or university studies with a major in Parks Management, Forestry, Natural Resource Management, History, Archaeology, Geology, Ecology, Recreation Planning or closely related field.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam
Requires possession of a valid Arizona Class D driver's license at time of appointment