

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34671</b>
<b>Job Class Code:</b>	<b>030</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>7720</b>		
<b>Job Code Established:</b>	<b>02/11/92</b>	<b>Effective Date:</b>	<b>12/11/92</b>
<b>Job Code Revised:</b>	<b>09/01/06</b>	<b>Effective Date:</b>	<b>09/01/06</b>
<b>Job Code Revised</b>	<b>04/16/2012</b>	<b>Effective Date:</b>	<b>05/01/2012</b>

**JOB CODE SERIES:** Parks & Grounds Maintenance & Landscaping Series

**JOB CODE TITLE:** PARK RANGER I

**HRIS TITLE:** PARK RANGER I

**CHARACTERISTICS OF THE JOB CODE:** Under general supervision, performs a variety of skilled work activities in the operation and maintenance of a recreational, historic or natural resource park; hosts visitors, answers visitor questions, and provides visitor services.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Assists with maintenance, repair and improvement of facilities, landscaping and grounds; cleans restrooms and other park facilities; answer phones and tends contact desk/station; leads guided tours and interpretive programs; assists with plumbing, electrical and grounds activities; ensures the safety and protection of visitors and park resources; reports vandalism and/or other problems; collects fees and issues permits; prepares and makes deposits; uses environmental monitoring equipment to collect data; uses two-way radios; inventories and restocks supplies, materials, and merchandise; trains and work with volunteers; operates exhibits and computer systems; operate and maintain automotive equipment; completes reports, maintains records and performs clerical duties; maintains exhibits

**WORK CONDITIONS:** May be exposed to and work in extreme temperatures (hot and cold) and humidity. Work outside for long periods or in an underground environment, may need to stand or walk for extended periods, change tasks frequently, may spend long hours performing public contact and public speaking duties. 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 (KSAs):**

**Knowledge of:** Basic math and science; basic computer operation; data collection techniques; park rules, regulations, policies and procedures; natural resource protection; general office procedures; park fees record keeping and accounting; report writing; basic housekeeping and custodial duties; basic techniques in maintenance, grounds, and facilities upkeep; basic techniques for displaying and interpreting objects/artifacts and general resources to park visitors; basic research and artifact cataloging procedures.

**Skill/Ability to:** Use customer service techniques; operate office communication equipment; handle hand tools and power equipment; communicate orally and in writing; data gathering and organization; research topics for informational talks and displays; work in an underground environment; work outdoors in extreme temperatures (hot and cold) and high humidity; perform physically challenging work; speak in

front of the public; lead a guided tour underground several times daily; walk the park several times daily; work in a team environment; drive and operate motor vehicles; use chemicals for housekeeping duties.

**EXPERIENCE AND EDUCATION:** Typical ways to obtain the KSAs would be 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:** Must possess and maintain a current Arizona Class D driver's license appropriate to assignment at time of appointment. Must pass a post-offer physical exam prior to appointment.