

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34673
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	04	Grade:	17
Workers Comp Code:	7720		

Job Code Established:	12/11/92	Effective Date:	12/11/92
Job Code Revised:	01/01/01	Effective Date:	
Job Code Revised:	04/16/2012	Effective Date:	05/01/2012

JOB CODE SERIES: Parks & Grounds Maintenance & Landscaping Series

JOB CODE TITLE: PARK RANGER 3

HRIS TITLE: PARK RANGER 3

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises and participates in the public service and maintenance programs of a single historic, recreational or natural resource park.

EXAMPLES OF DUTIES: Instructs, assists, trains and evaluates subordinate staff; makes work assignments and schedules; participate in hiring process, evaluation and discipline procedures; assists in implementation of policies and procedures; makes budget recommendations and manages expenditures; reviews and recaps activity reports and other documents prepared by subordinate staff; enforces Park rules and regulations; collects fees and records revenue; gathers data and documents and writes periodic revenue reports and balance sheets; completes various reports concerning incidents, revenue and attendance recaps, time sheets, etc; confers with agency officials, program directors and administrators inspects all park grounds and facilities; confers with local officials and law enforcement officers; utilizes two-way radio communications; evaluates work orders; calculates and determines material, labor needs and cost figures to complete projects; researches documents, texts, journals, and other materials; maintains all facilities, grounds, and specialized systems; constructs temporary and permanent exhibits and displays

WORK CONDITIONS: May involve outside work in varying climatic conditions, work and travel over rough terrain, lifting up to 50 pounds; may be confronted by, or be required to confront, 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: Supervisory and managerial principles and techniques; agency policies and Park rules; state government administrative rules and procedures; maintenance and repair techniques; law enforcement procedures and practices; techniques for displaying and interpreting historical objects and artifacts; general office procedures; public safety techniques and practices.

Skill/Ability to: Work management and leadership techniques; basic repair and maintenance practices and techniques; oral and written communications; applying basic curatorial techniques; research of natural or historic information; vehicle operation and basic maintenance; first aid techniques; law enforcement practices and techniques; interpersonal relationships.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:

Two years of experience equivalent to a Park Ranger II. A Bachelor's degree in Park Management, Forestry, Natural Resource Management, History, Archaeology, Geology, Ecology, Recreation Planning or a closely related field may substitute for one year of the required experience. 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 Driver's license appropriate to assignment at time of appointment. Must pass a post offer medical/physical exam prior to appointment. Some positions may require certification an Emergency Medical Technician, Waste Water Treatment Operator.