

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34682
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	04	Grade:	18
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 4

HRIS TITLE: PARK RANGER 4

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises and participates in the maintenance and improvement programs of a highly utilized park with varied recreational features; as required, serves in the absence of the Park Manager.

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 techniques; agency policies and Park rules and regulations; state governmental administrative rules and procedures; maintenance and repair techniques; law enforcement principles and practices; general office procedures; public safety techniques and practices; techniques for displaying, interpreting objects/artifacts.

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

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

One year of experience equivalent to a Park Ranger 3, OR three years of experience equivalent to a Park Ranger 2. 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

Park Ranger 4

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of the Park Ranger 2 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 an Arizona Driver's license appropriate to the assignment prior to appointment. Must pass a post offer medical/physical exam prior to appointment. Some positions may require certification as an Emergency Medical Technician, or Wastewater Treatment Operator.