

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34685</b>
<b>Job Class Code:</b>	<b>030</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>04</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>04/16/2012</b>	<b>Effective Date:</b>	<b>05/01/2012</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

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

**JOB CODE TITLE:** PARK RANGER 4 – LAW ENFORCEMENT OFFICER

**HRIS TITLE:** PARK RANGER 4 - LEO

**CHARACTERISTICS OF THE CLASS:** Under general supervision, supervises and participates in the maintenance and improvement programs and law enforcement activities of a highly utilized park with varied recreational features; as required, serves in the absence of the Park Manager. The Park Ranger 4 – LEO has the authority to interpret, communicate and enforce all Arizona State laws and park rules, issue citations, make arrests, and evict visitors.

**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; supervises and participates in law enforcement activities; patrols the park and enforces State laws and park rules and regulations; investigates reports of incidents; issues citations; makes arrests; closes parks when necessary

**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 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 P.O.S.T Full Authority Peace Officer certification at the time of appointment. Must possess and maintain an Arizona Driver's license appropriate to the assignment at the time of appointment. Some positions may require certification as an Emergency Medical Technician, or Wastewater Treatment Operator.