

County of Berks

POSITION DESCRIPTION FORM

Position Title: Park Ranger (Part-time)

Department: Parks and Recreation Reports To: Park Ranger Supervisor
(Title)

Wage Category: Exempt Non-Exempt

EEO-1 Category: Protective Service Union Classification: N/A

POSITION SUMMARY:

Park Rangers are responsible for enforcing the park ordinance and associated regulations. They provide park visitors with information and directions, protect park resources and provide a positive visitor experience. The Park Ranger is responsible for all security, ticketing, and permits. Park Rangers aid in all facets of Department events.

POSITION RESPONSIBILITIES:

Essential Functions

1. Checks on parks, facilities, vehicles and patrons to ensure safety and rule adherence. Provides traffic control, surveillance and support for Department events.
2. Locks and unlocks facilities for patrons/employees as needed.
3. Issues warnings or tickets/citations for serious or continuous violations.
4. Prepares for patrol by calling on, obtaining log sheets and any information from the office, gathering necessary equipment, cleaning off and fueling vehicles, completing all logs, reports and hours sheets.

Non-Essential Functions

1. Miscellaneous tasks or duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or G.E.D. certification from a recognized issuing agency.
2. One (1) year of job-related experience and/or training (i.e. parks & recreation, law enforcement, resource management, education, emergency medicine, and/or customer service).
3. Act 120 certification and/or previous Police, Ranger, or Security experience preferred.
4. Possession of a valid Pennsylvania driver's license required.
5. Must possess or be able to obtain current CPR/First Aid certification.
6. Experience with departmental equipment.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent positive public relations and customer service skills.
2. Knowledge of PA Criminal Code, Vehicle Code, Parks Code, Civil Law, Labor relations/law, PA Fish and Boat Code and PA Game Laws.
3. Knowledge of EMS, MSDS, fire safety, and environmental issues.
4. Ability to communicate effectively both orally and in writing.
5. Ability to recognize liabilities for the County and immediately act upon them.
6. Adaptability to changing departmental needs and priorities.
7. Ability to deal with potentially dangerous people, criminal behavior, resistant people and persons of varying mental and physical abilities.
8. Ability to work independently or as part of a team.
9. Basic, IBM compatible, skills with Microsoft Word, Excel, Outlook, and Power Point.

PHYSICAL DEMANDS:

1. Ability to work extended hours – sometimes 12-16 hours.
2. Ability to lift 50 lbs., bend, stoop, climb and reach.
3. Ability to walk, hike, and bicycle at various intervals.
4. Ability to aid or lift people in need.

WORKING ENVIRONMENT:

1. Potential for working in extremely hazardous situations when dealing with enforcement issues.
2. May be required to respond to calls in low or no light conditions and usually alone.
3. Will be required to work outside 80-85% of the time (depending on the season) and will be exposed to variable weather conditions.
4. Will work varied shift patterns to ensure park coverage throughout the year, including weekends, holidays and evenings.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
