



City of Kingman, Arizona

Classification: Park Ranger – Part Time
Department: Parks and Recreation
Accountable To: Parks & Recreation Director
Created/Revised Date: August 2015
FLSA Status: Non-Exempt **Salary Grade:** Part-Time **Band:** A **EEO4:** 8

GENERAL DESCRIPTION OF POSITION:

This is a semi-skilled position in enforcing the use of court, field, and picnic areas and includes observing activities to ensure a safe environment for park patrons utilizing the City's Parks and Recreation facilities, park areas and properties; Assessing situations, resolving problems and as necessary, calling for police to respond; and Providing effective, professional, and courteous customer service assistance and information to park patrons.

SUPERVISION RECEIVED:

Works under general supervision of office staff.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Assists park patrons, providing information, direction, and education and responding to complaints, inquiries, and information requests.
- Assists with recreation program and activities: Setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.
- Observes and assesses activities to identify inappropriate, unsafe or suspicious behavior; tactfully resolves the issue with individual(s) involved; notifies the police department to respond if inappropriate activity escalates and/or may become dangerous, unsafe.
- May drive to park facilities, walks grounds or utilizes golf cart to observe activities and to travel throughout the park.
- Inspects City facilities and grounds for unsafe conditions, vandalism, and graffiti; Corrects unsafe conditions and documents corrections; Reports findings to supervisor(s) in an effort to prevent injury and further damage
- Monitors sporting events, recreational and special events in the park held in the parks by enforcing the park rules and regulations; Guides and counsels park patrons by providing information and explanation of rules and regulations.
- Turns lights on and off for sporting events when required, and locks and unlocks restrooms.
- Opens and closes fields, courts, and buildings per reservations.
- Maintains, cleans and stocks park restrooms and facilities.
- Completes accident and related reports.
- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
- Provides excellent and proficient customer service to both internal and external customers.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, weekends and holidays as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

Peripheral Duties:

- Performs related duties as required.
- Performs special assignments as requested.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Some public contact experience and completion of high school or GED, OR
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the duties and responsibilities of the position.

Knowledge:

Working knowledge of City park and recreation ordinances, regulations, codes, permits, and enforcement techniques. Basic knowledge of general custodial practices and maintenance; City park and recreation areas and facilities.

Skills:

Skill in the effective, safe operation of listed tools and equipment; Following and maintaining safety standards, and identifying safety problems; Promoting and enforcing safe work practices.

Abilities:

Establish and maintain good public relations; Understand and follow directions given by immediate supervisor; Interpret rules and regulations and apply them to practical situations; Anticipate and solve problems on a daily basis; Work independently and to complete daily activities according to work schedule; Prepare and maintain records; Walk and stand for long periods of time; Perform custodial activities; Understand and follow oral and written instructions and to communicate effectively orally and in writing; Use equipment and tools properly and safely; Adapt to changing priorities; Participate in teamwork productively and establish and maintain effective working relationships with employees, supervisors, and the public; Interact and communicate diplomatically with the public and mediate or resolve disputes, problems, and complaints; Exercise mature judgment to appropriately assess need to contact emergency response; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; Willingness to work shifts and hours for department to meet operational and service needs to include the working of early mornings, evenings, nights, weekends, and holidays as scheduled and as necessary; and work in different weather conditions with exposure to the elements.

Special Requirements:

Valid Arizona state driver's license or ability to obtain one.

WORK ENVIRONMENT:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

EXPECTED BEHAVIOR/QUALITY OF SERVICES:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____