City of Chesapeake
Class Title: Park Ranger I

Position Code: 5210  FLSA Status: Non-exempt
Pay Code: 3  EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist park and recreation patrons, patrol the assigned area, and assist with park and recreation operations, special events and maintenance. The class is responsible for patron assistance, enforcement of park regulations/laws, park security, emergency response, and park maintenance. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Patrols parks and other recreation events and sites to ensure compliance with laws, regulations, and policies governing the use of facilities, ensures the safety of users and protects the integrity of City resources on property. Writes summons, makes arrests, and testifies in court.
- Participates in special revenue operations including the camp store, campground, cabin reservations, boat rentals, parking, park rentals, shelter and activities reservations.
- Assists park and recreation patrons with inquiries and programs; responds to inquiries or problems relating to the park verbally or in writing.
- Researches, develops, and implements educational programs and media for park visitors in the areas of resource; provides information to visitors concerning parks, recreation, park resources, and programs; coordinates park activities and projects.
- Maintains records and prepares reports, including cash register, reservations, accident, incident, and statistical reports.
- Inspects and repairs various facilities, structures and equipment.
- Assists with grounds keeping and park maintenance including the use of power equipment (e.g. chain saws, tractors, all-terrain vehicles, boats).
- Assists other agencies/departments including, but not limited to, Fire, Police, Animal Control, or Game Commission; directs traffic and assists with special events in parks as needed.
- Performs other related duties as assigned.

GENERAL STANDARDS

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<tr>
<th>Data Involvement</th>
<th>Computes or performs arithmetic operations using data or information. General knowledge of computers and Microsoft Office.</th>
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<tr>
<td>Interpersonal/People Involvement</td>
<td>Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances. Must be able to work effectively with general public and tactfully deal with irate citizens.</td>
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<td>Reasoning Requirements</td>
<td>Performs semi-skilled work involving set procedures but solves frequent problems.</td>
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<td>Mathematical Requirements</td>
<td>Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.</td>
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<td>Language Requirements</td>
<td>Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine reports, forms, and business letters; speaks compound sentences using normal grammar and word form; may present programs.</td>
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<td>Mental Requirements</td>
<td>Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.</td>
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<td>Decisions/Supervisory Control</td>
<td>Guides others, making frequent decisions, affecting the individual, coworkers, general public, civic organizations and others who depend on the service or product.</td>
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<td>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</td>
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<td><strong>Vocational/Educational Requirement</strong></td>
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| Requires high school diploma or GED, and formal training, special courses, or self-
  education equivalent to satisfactory completion of one year of college education or
  specialized advanced training in law enforcement or a closely related field. |
| **Experience**                                |
| In addition to satisfying the vocational/education standards, this class requires a
  minimum of three months of relevant experience. |
| **Special Certifications and Licenses**       |
| Requires a valid driver’s license and a driving record that is in compliance with City
  Driving Standards. Requires successful completion of departmentally required courses
  at the Police Academy or equivalent course work as determined by the Director of the
  Chesapeake Police Academy and the Director of Parks, Recreation and Tourism.
  Required to complete Special Conservator of the Peace certification in the specified
  time period. CPR and First Aid certification required. Must qualify annually to carry a
  City-issued firearm. |

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<th>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</th>
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| The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable
  accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss
  accommodations. |

*This is a class specification and not an individual position description. A class specification defines the general
  character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe
  and does not necessarily list the essential job functions for a given position in a classification.*

*Updated 03/15*