

Job Class Code: 5225	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide oversight and management of operational services in all parks, campgrounds, recreation, and waterway properties used for recreational purpose. The class is responsible for staff organization and development, performance evaluations, employee relations, prioritizing and assigning work activities, and overseeing all aspects of Virginia Department of Criminal Justice Services (DCJS) training and certification. The class will serve as the departmental liaison with the Police and Fire Departments on application of security and emergency response. The class works under limited supervision; reports to Parks Manager.

TYPICAL TASKS

- Responsible for the effective supervision and administration of the Park Rangers including staff organization and development, performance evaluations, scheduling, prioritizing and assigning work.
- Oversees and manages protective services including visitor and resource protection, and enforcement of park rules, regulations, and laws; investigates violations of same, writes summons, makes arrests, and testifies in court.
- Identifies and resolves problems, hazards, and concerns related to visitor usage of park facilities.
- Serves as on-site commander during field emergencies.
- Reviews and evaluates public incident/accident reports; identifies trends and develops strategies to resolve issues.
- Implements and updates park rules and signage.
- Manages park projects; researches, prepares and presents detailed reports.
- Manages budgeted resources to effectively carry out goals and objectives in a cost-effective manner. Ensures the availability of equipment and materials needed for overall operations.
- Ensures staff progress toward training goals and compliance with required certifications.
- Inspects equipment, uniforms, and vehicles to ensure compliance with division and department standards.
- Acts as a direct liaison between Rangers and other law enforcement entities to include but not limited to: Police/Fire/Sheriff Departments.
- Assists park patrons with inquiries and programs; responds to inquiries or problems relating to the park verbally or in writing.
- Performs random vehicular and foot patrols of various parks as maybe assigned to ensure visitors safety, as well as enforcement of park rules and city ordinances.
- Provide Ranger presence at various city-wide special programs and events at city parks as may be assigned.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities which are broad in scope.
-------------------------	--

Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances. Constant interaction with citizens and citizen groups/organizations, police departments, special event vendors, parks and recreation special event personnel and park maintenance staff.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems. Use logic and reasoning to understand, analyze, and evaluate complex situations and researches information to identify solutions. Performs skilled work involving rules/systems but solves problems almost constantly. Interpret a wide range of codes, laws, ordinances, and regulations.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents. Ability to apply economic and accounting principles and practices in the analysis and reporting of budgeting data.
Language Requirements	Ability to read and interpret laws and codes. Composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs. Ability to address large and small groups in professional setting to clearly communicate ideas.
Mental Requirements	Performs higher level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product. Ability to acquire, comprehend and apply a wide range of codes, laws, ordinances and regulations in a fair and impartial manner.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment. Knowledge of the departmental and City policies and ordinances, fish and game management, wildlife management, wildlife rehabilitation, natural resource interpretation and conservation, park operations and administration, facility maintenance, natural history and interpretation, educational program development, park visitor management and facility design, forestry. Comprehensive knowledge of park facility operation and maintenance to include visitor management principles and techniques as applied to parks and outdoor recreational settings as well as professional recreational philosophies, principles and practices.
Skills	Analyze and evaluate complex situation and research information; develop and maintain cooperative and professional relationships with employees and the public. Deals tactfully, courteously, and respectfully with the public. Ability to utilize investigative technique and analysis to follow law enforcement policies, procedures, and practices related to park patrol, constitutional rights and laws, firearms and firearms safety, Virginia and federal fish and game regulations, and court systems and testimony.
Abilities	Excellent ability to listen and understand directions, ability to establish and implement effective administrative programs and procedures; ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in recreation, park administration, forestry, wildlife management, environmental science, criminal justice, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of progressively responsible supervisory experience as a Park Ranger or Police/Security management in a local, state, or federal agency.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Must successfully complete all requirements to receive a special Conservator of the Peace designation. Requires certification as Police Academy graduate within 18 months of hire, ability to successfully complete designated Police

	Academy courses, and CPR and First Aid certification.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS	
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.	

Revised 07/02/2020