

Position Code: 5220	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

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

TYPICAL TASKS

- Performs protective services including visitor and resource protection and enforcement of park rules, regulations, and policies, along with State and City laws. Writes summons, makes arrests, and testifies in court.
- Responsible for supervising subordinate staff to include scheduling, training, tracking time, documenting performance, disciplining, evaluating, and professional development.
- Participates in special revenue operations including the park stores, 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

Data Involvement	Computes or performs arithmetic operations using data or information. General knowledge of computers and Microsoft Office.
Interpersonal/People Involvement	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.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	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.
Mental Requirements	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.
Decisions/Supervisory	Guides others, making frequent decisions, affecting the individual, coworkers, general

Control

public, civic organizations and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	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 one year 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.

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.