



City of Lake Oswego, Oregon

Job Description

PARK RANGER

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 143

Job Code: 4136

Class Summary

Under general supervision, performs a variety of public contact, rule enforcement and visitor safety duties related to the operation and maintenance of the City's parks and recreational facilities

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Coordinates park security, safety, and enforcement activities; explains park area rules to patrons and seeks voluntary compliance; checks permits and serves exclusions to use of recreation and park areas and facilities.
2. Patrols parks and examines the premises for misuse, undesirable activities, unsanitary conditions, encroachments, and safety and health hazards, and reports criminal or suspicious behavior to Police Patrol.
3. Provides information and answers questions from the public about the City's parks and recreation areas and facilities, and related information; informs and educates park visitors about the natural, historic and cultural resources of the area.
4. Renders first aid and summons medical assistance as required.
5. Prepares daily reports and completes studies as required.
6. Keeps immediate supervisor and designated others informed of present and potential problems and suggestions for new or improved ways of addressing such problems;
7. Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to stay current on principles, practices and new developments in assigned work areas;
8. Assists Parks and Recreation staff with sport league monitoring; event set-up and safety, to include marking parking areas, and monitoring parking and patron adherence to rules.
9. Inspects natural areas and open spaces for unsafe conditions and vandalism. Picks up litter in these areas as necessary; coordinates Junior Ranger programs.
10. Performs light maintenance such as moving debris, dirt, or other material using shovel, rake, or other tool; cleans facilities and stocks park restrooms with supplies as needed.
11. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Parks and recreation facilities and services, interesting features, and places of interest.
- Business mathematics.
- Basic record keeping methods.
- Basic methods and tools of the electrical, plumbing, carpentry and masonry trade.
- Personal computers and related software applications.

Skills and Abilities to:

- Learn and enforce rules, regulations, ordinances and statutes pertaining to municipal parks.
- Think clearly, work independently, speak with tact and diplomacy, and perform effectively in stressful or emergency situations.
- Understand and follow oral and written instructions provided in the English language.
- Prepare clear and comprehensive reports using proper sentence construction, punctuation and grammar.
- Keep accurate records on a daily basis.
- Use common hand tools, such as a hammer, saw, screwdriver or similar tools.
- Work cooperatively with others.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is possession of a high school diploma or GED and one year of customer service experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Must be at least 21 years of age and able to pass LEDS background check. May be required to work a varying schedule that may include evenings, weekends and holidays. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

May be required to stand for long periods of time, up to full length of shift; walk over rough terrain, up and down inclines, stairs, on paved and unpaved surfaces, and over long distances.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.