

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or “vacant”):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Park Ranger Leadworker

3. Working Title (if any):

4. Name & Class or First-Line Supervisor

Weekend Supervisor 18-08

Work Phone: 261-9295

5. Department, Division, & Section

Public Works – Park Division

6. Work Address

1402 Wingra Parkway

7. Hours/Week: Full time - 40 hours per week

StartTime: Varied End Time: Varied

8. Date of hire in this Position

9. From approximately what date has employee performed the work that is currently assigned:

-
10. Position Summary:

This is responsible leadership work overseeing the day to day operations of the City of Madison Park Ranger Program with the established goal of providing safe recreational opportunities for the City’s residents. The incumbent will lead a team of permanent and seasonal Park Rangers and other necessary parks staff to protect park lands, enforce city ordinances and provide educational instruction on park rules. Work assignments involve independently overseeing the work of others on assignments of substantial intricacy within established protocols. Under the general supervision of the Recreation Services Coordinator, the incumbent will be responsible for day to day field operations of the Park Ranger program and will assist management in the implementation, development and evaluation of Parks Policy.

11. Function and Worker Activities (Do NOT include duties done on an “Out-of-Class” basis)

A. (30%) Leadworker Responsibilities

1. Schedule, assign and evaluate the work of others. Refer performance concerns and potential disciplinary issues to the supervisor for resolution.
2. Review, design, and implement training programs to achieve outlined objectives.
3. Assist in the review of reports, processing of citations and management of related databases.
4. Provide reports of calls of service, areas of high incidence, special events and sound level monitoring.
5. Ensure that staff has the proper certifications, proper safety equipment is used and proper techniques are followed to minimize work place injuries.

6. Control park incident scenes as assigned
 7. Respond to user inquiries received through report a problem.
- B. (30%) Enforcement
1. Maintain an accurate log of contacts and actions taken, complete assigned associated reports.
 2. Lead a team of Park Ranger adhering to established procedures for issuance of citations for parking, permit and ordinance violations.
 3. Clear and secure park facilities each night as directed.
 4. Enforce, compile and administrate Parks Behavioral Policy.
 5. Oversee the collection of users fees and cash handling procedures
 6. Testify regarding issuance of citations as required.
- C. (20 %) Community Outreach
1. Represent the Division, as assigned, in meetings with neighborhood associations, citizen groups and stakeholders.
 2. Support shelter rentals Park reservations and provide for safe recreational opportunities
 3. Educate the public to promote a culture of inclusion and public stewardship of Parks
 4. Assist in the management of private property encroachments on Park Lands
 5. Oversee volunteers and parks programs as assigned
- D. (10%) Park Maintenance
1. Oversee the maintenance of the Madison's Disc Golf Courses, Boat Launches and Dog Parks and related staff.
 2. Provide effective maintenance plans for assigned facilities
 3. Follow pre-established procedures in preparing reports, updating kiosks, general cleaning, posting of signs and customer follow-up as directed.
 4. Oversee signage plans, parking lot marking and items related to enforcement of ordinances.
 5. Perform related work as assigned.
- E. (10%) Administration
1. Coordinate, train, and facilitate Park Ranger staff.
 2. Oversee records related to the Park Ranger Program.
 3. Administer Park Rangers training plans of the Wisconsin Crime Information Bureau's T.R.A.I.N. site.
 4. Monitor stock of supplies, clean, stock and organize Park Ranger vehicles.
 5. Attend LERMS Consortiums meetings as assigned

12. Primary knowledge, skills and abilities required:

Working knowledge of Incident Command Systems, CPTED principles, Unified Tactical Systems and Emergency Management principles Working knowledge of basic business practices related to cashiering/sales and customer service. Working knowledge of facility maintenance principles, equipment and techniques. Working knowledge of and ability to use computer software applicable to the duties of the position, including Microsoft Office, SharePoint, and other related software. Working knowledge of the principles of situational awareness, to calmly handle difficult situations while maintaining personal safety. Ability to effectively plan, assign and lead the work of employees and crews. Ability to train crews on proper work procedures. Ability to train, assign and lead seasonal workers at diverse locations. Ability to enforce rules effectively. Ability to communicate/explain enforcement policies to offenders and the public. Ability to maintain accurate records and prepare reports. Ability to maintain confidentiality of information. Ability to follow and give oral and written instructions related to public safety and enforcement. Ability to establish and maintain effective working relationships with staff, subordinates and the general public. Ability to deal with persons of varying cultural and ethnic backgrounds where communications may sometimes be difficult. Ability to work effectively with multi-cultural communities. Ability to show empathy and compassion in difficult situations. Ability to work

independently. Ability to work (walk and/or drive) under adverse weather conditions. Ability to learn to use a two-way radio, computerized hand-held ticket-writer, and other related equipment. Ability to hear and speak clearly while operating a two-way radio. Ability to maintain adequate attendance during varied work schedules.

13. Special tools and equipment required:

- Safely operate a motor vehicle off road, on bike paths and under hazardous conditions as required.
- Ability to operate and communicate effectively over a radio following standard law enforcement protocols.
- Ability to safely operate a chainsaw using property personal protective equipment.
- Familiarity with the operation of basic hand tools

14. Required licenses and/or registration

- Possession of a valid driver's license and ability to meet the transportation requirements of the position.
- Certification in First AID/CPR
- Certification in FEMA IS-700, IS-100LEb, IS-240b
- MDT/ Time Basic operator/ Time Agency Coordinator Certifications within 6 months of hire

15. Physical requirements

- a. Ability to operate a motor vehicle
- b. Ability to do heavy lifting (up to 50 pounds and heavier objects with another employee)
- c. Ability to perform heavy manual labor, maintenance, custodial and repair tasks in the outdoors under adverse weather conditions
- d. Ability to walk great distances, bend, stoop, lift, etc.
- e.

16. Supervision received (level and type)

Work is performed independently; under general supervision of the Weekend Supervisor.

17. Leadership responsibilities

- This position is responsible for supervisory activities (Supervisory Analysis Form attached)
 has no leadership responsibility
 provides general leadership (please provide detail under Function Statement)

SUPERVISOR

DATE

18. Employee Acknowledgement:

- I prepared this form and believe that it accurately describes my position
- I have been provided with this description of my assignment by my supervisor
- Other comments (see attached)

SUPERVISOR

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position

- I have reviewed this form as prepared by the employee, and believe that it accurately describes this position
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached)
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions)
- Other comments (see attached)

SUPERVISOR

DATE

Note: Instructions and additional forms are available from Human Resources Dept., Room 501 City-County Bldg. or by calling 266-4615