

PARK RANGER LEADWORKER

CLASS DESCRIPTION

General Responsibilities:

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.

Examples of Duties and Responsibilities:

Perform all the work of a Park Ranger.

Schedule, assign, and evaluate the work of permanent and seasonal Park Rangers. Review, design, and implement training programs to achieve outlined objectives. Refer performance concerns and potential disciplinary issues to the supervisor for resolution. Review, design, and implement training programs to achieve outlined objectives. Assist in the review of reports, processing of citations, and management of related databases. Provide reports of calls of service, areas of high incidence, special events, and sound level monitoring. Ensure staff has proper certifications, is using proper safety equipment, and is following proper techniques to minimize work-related injuries. Respond to user inquiries received through report-a-problem.

Represent the Parks Division as assigned, in meetings with neighborhood associations, citizen groups, and stakeholders. Educate the public to promote a culture of inclusion and public stewardship of Parks. Assist in the management of private property encroachments on Park lands. Oversee volunteer and parks programs as assigned.

Oversee records related to the Park Ranger program. Administer Park Ranger training plans of the Wisconsin Crime Information Bureau's T.R.A.I.N. site. Attend LERMS consortium meetings as assigned.

Oversee, lead, and/or perform maintenance of Madison's Disc Golf Courses, Boat Launches, Dog Parks, and other parks

Perform related work, as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

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.

Training and Experience:

Generally, positions in this classification will require:

Three years of related experience in code enforcement similar to that gained as a Park Ranger with the City of Madison or comparable jurisdiction. Possession of a bachelor's degree in a related field such as Criminal Justice, Natural Resources, or Recreation Management may be substituted for 2 years of related experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid Wisconsin driver's license.

Certification in First Aid/CPR, FEMA IS-700, IS-100Leb, IS-240b, and MDT/Time Basic Operator/ Time Agency Coordinator certifications, or the ability to obtain the certifications within the probation/trial period. Failure to obtain these certifications within the probation/trial period will result in the employee not passing probation/trial period, absent extenuating circumstances.

Incumbents will be expected to pass a standard law enforcement background check, including fingerprinting.

Physical Requirements:

Employees in this position will be required to lift objects weighing up to 50 pounds and must be capable of lifting heavier objects with another employee. Employees perform heavy manual labor, custodial, and repair tasks outdoors, in all weather conditions. This position requires a high percentage of work outdoors in all types of weather while walking or standing. Employees are expected to walk great distances, including over varied and uneven terrain. In addition, employees must be able to frequently bend, twist, squat, climb and reach for extended periods of time.

Department/Division	Comp. Group	Range
Parks	16	12

Approved: _____
Brad Wirtz
Human Resources Director

Date