

COUNTY OF SOLANO
CLASS SPECIFICATION
PARK RANGER SUPERVISOR
Effective Date: 08/13/2014

CLASS SUMMARY:

Under general direction, the Park Ranger Supervisor supervises Park Rangers, Park Ranger Assistants, and Departmental Aides, etc., and oversees the work of volunteers, community service volunteers, etc.; is responsible for daily operations at one or more County parks to include the monitoring of park grounds and visitors for safety and security, the assistance and provision of information to park visitors, the protection of the parks' natural resources, the construction, repair and maintenance of park facilities, and the oversight of the work of contractors and concession operators; assists management in the administration of the Parks Division, and provides assistance and direction at or during emergency situations. This is a non-peace officer class.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Parks Services Manager** class which plans, organizes and manages the operations of the Parks Division of the Department of Resources Management and serves as a member of the Department's management/supervisor teams and as a member of the senior management team of the County.
- **Park Ranger** class which operates within a Solano County park monitoring park grounds and visitors for safety and security, assisting and informing park visitors, protecting the parks' natural resources, leading Park Ranger Assistants and Departmental Aides, and performing the same duties as those led.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs supervisory duties over Park Rangers, Park Ranger Assistants, Departmental Aides, etc. such as:
 - planning, assigning and scheduling staff's activities and work deadlines;
 - establishing standards for acceptable work products and evaluating performance;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - proposing disciplinary actions;
 - interviewing applicants and making selections;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - providing guidance to employees in handling difficult or complex work problems;
 - reviewing and approving timesheets and requests for leave; and
 - communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Assigns, oversees, and reviews the work of volunteers, community service volunteers, etc.

- Assists management in the administration of the division by:
 - participating in the administration of the division's budget by submitting budget recommendations, monitoring expenditures, recommending the acquisition of major equipment, and approving routine purchases;
 - responding to customer complaints and recommending changes to improve customer service;
 - coordinating the work of contractors and consultants with the work of the division;
 - reviewing work unit procedures, practices and work methods to increase effectiveness and efficiency of operations;
 - monitoring goals and objectives of the division; and
 - assisting in the evaluation of department programs and operations.
- Maintains and/or supervises the maintenance of park grounds and facilities and performs the following in support of that duty:
 - Based on own observations, customer comments, and/or reports from employees, determines the need for new facilities and/or the repair and maintenance of existing facilities; determines work to be done and the availability of equipment to perform needed work; reviews work-in-progress and makes adjustments in the work to be done and/or timeline for accomplishment; coordinates and inspects the work of private contractors; and inspects completed work to insure that construction, maintenance and/or repairs are accomplished properly.
 - Maintains and repairs and/or supervises the maintenance and repair of the distribution system for drinking water within a Solano County park.
 - Applies and/or supervises the application of herbicides and pesticides.
- Develops and maintains cooperative working relationships with area law enforcement and emergency assistance agencies, and with various state and Federal agencies.
- Oversees concession operations.
- Reviews all incident reports for clarity and accuracy.
- Monitors park grounds and visitors for safety and security:
 - Traverses-park lands and waterways on foot, in a motorized vehicle, or other modes;
 - Provides warnings to park visitors of potential violations of laws, rules and regulations and ordinances governing activities within a County park;
 - Issues parking citations to unoccupied vehicles;
 - Requests assistance from public safety and ambulance services;
 - Completes incident reports;
 - Reports violations of laws, rules and regulations to the Solano County Sheriff's Office;
 - Identifies and, when possible, reduces and eliminates safety hazards;
 - Observes fire risk conditions in the parks (for example, fuel load, vegetation growth, weather conditions) and reduces fire risk by mowing, pruning, etc.;
 - Provides initial assessment of medical and accident emergencies, provides first aid and CPR, as needed;
 - Reports wildfires;
 - If trained, uses Oleoresin Capsicum (OC)/pepper spray for animal control and self-defense, if needed.
- As necessary due to volume of park visitors or due to the absence of division employees, performs duties of employees supervised such as those involved in the monitoring of park ground and visitors for safety and security, daily park maintenance, the collection of fees, the assistance and provision of information to park visitors, and the protection of the parks' natural resources.
- Performs other duties of a similar nature or level as assigned.

EDUCATION, TRAINING, AND/OR EXPERIENCE:

Experience: Four years of experience in park maintenance and enforcement of park regulations, including experience and training in assisting in emergencies such as vehicle accidents, conflicts between visitors, theft, misuse and damage of property, missing children, drownings, fire, and medical calls;

AND

Education/Training: Associate's degree, or above, from an accredited college or university in park administration, recreation management, criminal justice, natural resource management, or a closely related field.

LICENSING/CERTIFICATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- Incumbents are required to obtain first aid and CPR certification within the probationary period.
- Incumbents may obtain certification to carry and use OC/pepper spray.
- Incumbents are required to successfully complete the basic laws of arrest (Penal Code 832) course identified by POST (California Peace Officers Standards and Training Commission) or equivalent within the probationary period.
- Incumbents are required to obtain a Grade D1 Water Distribution Operator Certificate from the Department of Public Health, State of California, within two years of employment in this class in order to supervise and perform the maintenance and repair of the drinking water distribution system in County Parks.
- Incumbent are required to obtain a Qualified Applicator Certificate from the Department of Pesticide Regulation, State of California, within one year of appointment in order to supervise and perform the application of pesticides.
- All licenses and certificates must be kept current while employed in this class.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Written communications such as business correspondence, policies, procedures and narrative reports.
- Oral communication techniques to include presentations to groups of various sizes and knowledge of subject matter in a positive, inclusive, and motivational manner.
- Basic arithmetic and accounting techniques.
- Manual and automated cash control systems.
- Standard office procedures, practices, equipment, personal computers, and software.
- Laws, regulations and policies applicable to parks and users of the parks.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.

- Emergency first aid response techniques.
- Operation of fire extinguishers.
- Proper operation of communication equipment such as two-way radios and cell phones.
- Principles and practices of natural resources conservation.
- Plant and lawn care to include irrigation, fertilization, application of herbicides, and pruning methods and techniques.
- Common plant types and problem symptoms.
- Insect and disease control to include the application of pesticides.
- Basic construction, maintenance and repair methods and practices.
- Maintenance and repair techniques for drinking water distribution systems.
- Safe and proper operation and maintenance of the tools and equipment used in grounds keeping, cleaning, and park maintenance to include push and riding mowers, small tractor with trailer, hand pruners and trimmers, hand tools such as saws, socket wrenches, shovels and rakes, power tools such drills, sanders, routers and saws, chemical sprayers, chemical sealants and glues, arc and gas welders, chainsaws, etc.

Skills in:

- Supervising, evaluating, training, and developing staff and organizing their work.
- Using modern office equipment, and computers and related software applications.
- Communicating information and ideas clearly and concisely, both orally and in writing.
- Working with and speaking to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establishing and maintaining effective working relationships with those contacted in the performance of required duties.
- Representing the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Preparing a variety of written communications to include reports, policies and procedures.
- Maintaining accurate records and documenting actions taken.
- Preparing preliminary budget estimates and maintaining a budget for assigned park(s).
- Managing a variety of simultaneous work projects and carrying them through to successful completion.
- Establishing good relationships with the public and with customers and providing customer service that meets and exceeds division goals and expectations.
- Understanding, interpreting and applying applicable laws, regulations and policies and using good judgment in their application.
- Determining the appropriate course of action in stressful and/or emergency situations, to include search and rescue operations.
- Administering first aid and CPR.
- Performing routine mathematical calculations.
- Handling cash.
- Maintaining written records, logs, and inventories.
- Driving a 4-wheel drive car or truck with either an automatic or standard transmission both on paved or dirt roads at varying speeds and conditions including driving in areas of very rough terrain.
- Caring for trees, bushes, lawns, roads, trails, walkways, drainage and irrigation systems, picnic areas and campsites.
- Operating and maintaining a variety of hand and power tools properly and safely.
- Applying herbicides and pesticides.
- Maintaining and repairing drinking water distribution systems.

ADA REQUIREMENTS:

- Positions in this class typically require balancing, stooping, kneeling, reaching, standing, walking, crawling, reaching, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motion. Must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner. Must have depth perception and good eye-to-hand coordination to drive vehicles and operate a variety of hand and power tools.
- Heavy Work: Exerting in excess of 50 pound of force occasionally and/or in excess of 20 pounds of force constantly to move objects.

OTHER REQUIREMENTS:

- The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index, and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Incumbents are required to travel independently, for example, on park roads and from one County park to another.
- Incumbents are required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Incumbents may be subjected to moving mechanical parts, electrical currents, intense noises, fumes, odors, dusts, chemicals, gases, exposure to unpleasant field conditions including rain, cold, windy or hot weather, working in remote areas, inadequate lighting, disruptive people, imminent danger, and a threatening environment.
- Incumbents may be required to take vacation during low park usage months.
- Each County campground requires a resident Park and Recreation Division employee.

Class History Information:

BOS Adopted	Revised	Retitled	Class Code	Sal Plan/BU	OT Code
October, 1992	November, 2002 June, 2003 August 2014				