

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Park Ranger
Department: Administrative
Reports To: Park Ranger Manager
FLSA Status: Non-Exempt
Job Level: Level 10 - \$13.57 Min to \$18.32 Max

SUMMARY

Patrols parks, activity centers, shelters and buildings. Checks reservations; Performs general public relations by making contact with the public as they use the facilities, centers and parks; protects PARA property against fire, theft, vandalism and illegal entry by reporting violations/infractions to the proper authority.

ESSENTIAL FUNCTIONS

Periodically patrols buildings, activity centers and park grounds.

Examines doors, windows and gates to determine that they are secure.

Warns violators of rule infractions, such as traffic violations, possession of alcoholic beverages, unleashed animals, violating park ordinances or carrying forbidden articles. Warns persons or calls the appropriate authorities for people engaging in criminal acts.

Watches for and reports irregularities such as fire hazards, leaking water pipes, lighting problems and security doors and gates left unlocked.

Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons. Permits authorized persons to enter property.

Completes a daily shift report, checks on each reservation to ensure that all parties are in the correct location and have a quality experience.

Records data such as property damage, unusual occurrence and malfunctioning of machinery or equipment, for use of supervisory staff.

Delivers mail and packages to various locations as needed.

Required to work a flexible schedule including nights, days, weekends and all holidays.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No supervisor responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative

of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or a minimum of three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or have the ability to possess a valid Alabama Driver License and have an excellent driving record. In addition, ranger will be required to hold a Commercial Driver's License (CDL-class B minimum). The CDL (class B minimum) must be obtained within the 90-day introductory period of employment. Certifications in First Aid and CPR are required and must be obtained within the 90-day introductory period.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee frequently is required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place."
All employees are subject to random drug screen.