

NEVADA IRRIGATION DISTRICT

SENIOR PARK RANGER October 1st through April 15th – 30 hours per week April 16th through September 30th - 40 hours per week Range A73 – BOD 11/28/12

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs patrol of District recreational areas and related facilities to ensure visitor compliance with rules and regulations; performs routine maintenance and repair of recreational facilities, and responds to situations requiring assistance.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Recreation Department. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Employees perform all types of duties assigned to this class and provide technical and functional supervision of assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Recreation Manager.

Exercises functional and technical supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Lead, plan, train and review the work of staff that is responsible for collecting fees at the gate house, reservations office, store, marina, and maintenance staff.
2. Verify the work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

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Essential Functions: *(Continued)*

3. Explain and enforce rules and regulations related to use of recreational facilities.
4. Responds to complaints; resolves conflicts and mediates disagreements between campsite visitors; conducts evictions as required.
5. Maintain, repairs, and clean buildings and picnic areas; repairs and maintain signs, campgrounds and surrounding areas.
6. Keep and maintain records of observations, requests for maintenance and construction work, and daily logs of activities performed; prepares incident reports, studies and correspondence.
7. Maintain accounting records, reports and documents on Season Passes, Slip/Buoy Holders and campers.
8. Assists maintenance crews in a variety of maintenance and construction projects.
9. Collect fees at the gate, marina, and store and follows District procedures for receiving and accounting for collected fees.
10. Prepare a variety of correspondence, spreadsheets and periodical reports.
11. During winter and springs months able to perform the following duties; work at the Gate House, take Reservations, Store Clerk, or as part of the Maintenance Crew.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Principles and Practices of bookkeeping.
Practices and methods campground patrol, visitor management and safety, and related local and State codes and other rules and regulations.
Principles of procedures of financial record keeping and reporting
Correct spelling, grammar, and punctuation.
Principles and Practices of effective customer service.
Modern office equipment including use of applicable computer applications
Use and care of various hand and power tools.
District policies and procedures related to area of assignment.

Ability to:

Lead, organize, and review the work of staff in the area of work assigned.
Independently perform tasks involved in customer service.
Interpret, explain, and enforce District rules and procedures.
Patrol recreational areas on foot and by vehicle to ensure public safety and visitor compliance with rules and regulations.
Directs and/or performs the operation of boats, motor vehicles and radio communications equipment in performance of duties; performs preventive maintenance; makes routine repairs and adjustments to tools and equipment.
Be able to “multitask” to handle competing priorities and demands.
Ability to facilitate employees and public to solve problems, resolve conflicts and work effectively and collaboratively.
Work independently in the absence of supervision.
Make mathematical calculations.
Organize and maintain a variety of records and files.
Operate computerized software.
During the Recreation Season be able to work all weekends and holidays.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.

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Responsibility to:

Obeysafe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible lead experience in a similar recreational facility.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is performed outside in a campground environment and sometimes subject to inclement weather and noises; at times work is performed in a temperature controlled office subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 50 pounds or less.

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Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.