



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Park Ranger
Department: Parks
FLSA Status: Non-Exempt
WC Code: 9102
Effective Date: May 1, 1996
Last Revised: May 10, 2017
Pay Grade: A12
Union: AFSCME

SUMMARY

Maintenance work on park grounds, equipment and facilities; and/or supervises the day-to-day operations of an assigned park area; does related work as required. An employee in this class performs duties and responsibilities at different levels during specific assignments. Incumbents may act as a lead worker on a specific project; a supervisor in charge of a park area; or a maintenance worker in equipment repairs. Work is performed under the general supervision of a Park Supervisor who reviews work on the basis of results attained. Supervision is provided to Assistant Rangers, Park Hosts and seasonal employees when overseeing the day-to-day operations of a park area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Performs carpentry duties on buildings, picnic shelters, playground equipment, fences and signs.
2. Installs electrical wiring, motors, panels and irrigation controls.
3. Repairs and installs plumbing systems and fixtures.
4. Maintains park grounds by mowing, planting, fertilizing, spraying, pruning and removing dead trees.
5. Constructs and/or maintains roadways, campsites, and walking trails.
6. Performs minor mechanical repairs on machines, tools, lawn mowers, tractors and trucks.
7. Supervises subordinate employees, when assigned the responsibility of a park area, which includes assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action, and recommending hiring and termination decisions.
8. Responds to inquiries from the public regarding park facilities and provide excellent customer service.
9. Maintains safe public water systems and performs water testing and reporting to various State and County departments.

10. Ensures assigned parks are kept to park standards, including managing paperwork, collecting fee envelopes, enforcing fees, writing citations, cleaning bathrooms and showers, and performing various maintenance as needed.
11. Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Supervision is provided to Assistant Rangers, Park Hosts and seasonal employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Considerable knowledge of the practices, principles and methods used in park construction and maintenance; materials, tools and equipment used in park maintenance and construction; lawn, shrub and tree care; safety practices and precautions in performing responsibilities. Understand and follow oral and written instructions; communicate effectively both verbally and in writing; coordinate and direct the activities of subordinate employees; read and interpret plans and specifications; deal courteously and tactfully with the public; establish and maintain effective working relationships with other employees, County departments and the general public.

EDUCATION AND EXPERIENCE

High school education or equivalency; and two years of experience in the construction and/or maintenance trades, preferably with experience in park construction; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

Consequences of error could jeopardize the health and welfare of the public resulting in a liability to the County.

TYPICAL PROBLEMS ENCOUNTERED: Problems encountered generally revolve around dealing with the general public who disobey park rules, have medical emergencies or cause vandalism. Other problems may include locating underground water lines or wiring for repairs to park water or irrigation systems.

JOB CONTACTS

Contacts are with the County Fairgrounds, Road Department and Forestry to exchange equipment and services; Animal Control for animal problems in parks; Sheriff's Department to inform them of unruly patrons; civic organizations, community groups and the general public to inform them of the use of the park.

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.

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 ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

The operation of a pick-up, loader and tractor; and the operation and maintenance of various hand and power tools used in park maintenance and construction.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon Driver's License and ability to obtain Oregon Commercial Driver's License and Heavy Equipment certifications (Forklift, Front Loader, Tractor etc.). Maintain safe driving record required.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation/DOT pre-employment physical and a criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Pre-employment alcohol and drug testing, and ongoing testing in accordance with Department of Transportation (DOT) guidelines, may be required.

WORK ENVIRONMENT

The majority of work is performed in a park area which requires working in all types of weather conditions, walking, lifting and pulling. The position is impacted by repetitiveness; heavy work flow in peak summer seasons; the need to make quick decisions or judgments under pressure in dealing with disruptive citizens or emergency medical situations; the need for extreme accuracy or precision; and uncontrollable interruptions and distractions.

PHYSICAL REQUIREMENTS

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; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>