



Job Title	Park Ranger I	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	12853

Class Specification – Park Ranger I

Summary Statement:

The purpose of this position is to maintain the City’s natural and historical resources by preserving and protecting regional park lands, city parks, and recreation facilities according to pertinent laws, ordinances, and regulations. This is accomplished by enforcing safety and environmental regulations; upholding specific requirements defined by Parks Master Plans; patrolling throughout the day to address public safety and health issues; monitoring properties for resource damage; responding to emergency situations on park property; and participating in the planning of trail rehabilitation, construction, erosion control, and reclamation projects. Other duties include maintaining park infrastructure maintenance; and responding to sick or injured animals and contacting wildlife agencies when necessary.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Park Ranger series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Patrolling parks throughout the day to address public safety and health issues; monitoring parks for hazards; removing trash; responding to sick or injured animals; removing carcasses of dead animals; contacting wildlife agencies when needed; creating daily and weekly work plans; and communicating with staff and public to address any concerns.
20%	Participates in the planning and implementation of Park Master Plans, management plans, stewardship plans, trail rehabilitation and construction, erosion control, and reclamation projects; assesses needs related to park health and resource protection; coordinates staff and equipment needs for rehabilitation; and reconstruction and new construction projects.



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10%	Responds to emergency situations occurring on park property; coordinates with public safety personnel; provides direction for access and closures needed in regards to an emergency; acts as liaison between the public and inter-governmental agencies; maintains close communications with Colorado Springs Police Department (CSPD), Colorado Springs Fire Department (CSFD), Colorado Springs Utilities, Division of Parks and Wildlife, and the Humane Society.
10%	Coordinates with non-profits, Friends groups, and various local organizations to accomplish goals assigned for properties; facilitates meetings regarding the projects; and plans workdays and orders supply materials.
5%	Prepares park facilities for special events; supports the event coordinators by ensuring the park facilities are safe, clean, and prepared for the event; verifies proper permits are pulled and dates are valid; and evaluates and provides feedback after special event.
5%	Participates in the selection of seasonal employees; coordinates pre-employment interviews; provides staff training; and evaluates job performances.
5%	Maintains fleet of equipment ranging from light to medium; provides basic maintenance to equipment; trains on operational procedures; understands proper transport and tie down requirements; and utilizes proper Personal Protective Equipment (PPE) as required.

Competencies Required:
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high



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Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of twelfth grade (high school diploma or GED).

Experience: One year of full-time experience as a park ranger, or a related field.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

CPR certification (cardiopulmonary resuscitation)	Within 3 months of start date
First Aid Certification	Within 3 months of start date
Colorado Driver's License	Upon Hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:



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Job has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Exposure to high altitudes	Frequently
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids: Weather appropriate clothing for extreme hot or cold temperatures, sunglasses, gloves, sunscreen, safety vest, sterile gloves, work/hiking boots, light vehicles, telephone, radio, infrared heat thermometer, and AED unit.

Specialized Computer Equipment and Software: Microsoft Dynamics POS 2009, Microsoft Office.



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The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014