

EAST BAY REGIONAL PARK DISTRICT

PARK RANGER I

GENERAL FUNCTION:

Under supervision, to provide varied visitor services; collect visitor fees and charges; to perform semi-skilled and unskilled maintenance and other tasks on District properties and facilities in support of the operation, development, and resource protection of the District's parklands and trails; and to do other work as required.

ESSENTIAL FUNCTIONS:

The essential functions of this position include, but are not limited to:

- Performs visitor services: provides information and directions; answers phones; responds to complaints; collects appropriate fees; sells memberships/bait/tackle, etc.; registers campers; maintains good relations with neighbors, homeowners' associations, etc.; maintains professional relations/communications with crew, supervisor, District staff, concessionaires, tenants and other agencies; and assists with special events and reservations groups.
- Completes daily and monthly revenue reports; balances cash; prepares bank deposit slips; and keeps various logs, such as, daily logs, number of visitors, campground usage, etc.
- Responds to emergencies, such as, medicals, searches, park fires and other requests for aid; operates radio (control 1) to provide and coordinate information; provides traffic control; and completes medical/incident reports.
- Performs routine maintenance work: picks up and removes litter; cleans and stocks restrooms; empties garbage cans and changes trash liners; and removes graffiti.
- Performs grounds maintenance: assists with turf maintenance (cutting and laying sod, mowing, weeding, fertilizing, aerating, raking gopher mounds, watering, seeding, and raking); plants trees and shrubs, ground cover; mulches and amends soil; assists with irrigation; prunes trees and shrubs; assists with hauling and removing trees and shrubs; paints and repairs signs, information panels, fences, gates, benches, tables, and parking lots; and controls rodents and other pests.
- Performs trail/trail head/staging area maintenance: clears culverts; corrects drainage problems; maintains single track trails; removes hazards; removes invasive plants, such as, poison oak; works with Roads and Trails crew; repairs and replaces barbed wire and chain link fencing; and repairs stairs and boardwalks..
- Performs routine building maintenance: cleans gutters; maintains and cleans sewer lines using snake; makes minor repairs of pumps, heaters, and alarm systems; maintains propane tanks; and cleans hook-up sites and dump stations at campgrounds.
- Patrols park; opens and closes park; patrols interior waterways by boat; and closes trails due to fire danger or wash outs.
- Protects natural resources: recognizes and protects plant life, wildlife, artifacts and structures; assists with removing exotic and non-native plants; and assists with Stewardship Department's projects, and wildland fire operations.
- Operates and maintains equipment: changes fluids, tires, belts, for light equipment; and drives trucks, four wheel drives, A.T.V.s, and shuttle.

MINIMUM QUALIFICATIONS:

Education: Equivalent to completion of the twelfth grade, and

Experience: Six months of paid experience, which has demonstrated the ability to handle cash, perform gardening and grounds maintenance tasks, and ability to provide quality customer service.

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KNOWLEDGE, SKILLS & ABILITIES:

Mathematical ability sufficient to handle fee collection; ability to follow written and oral instructions; ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers; aptitude for gardening skills; physical strength and agility to perform manual labor; ability to frequently lift and move up to 60 pounds; ability to learn to use office equipment, including pc's, fax machines, etc., and ability to work outside and under adverse conditions.

SPECIAL CONDITIONS OF EMPLOYMENT:

As a condition of employment, a Park Ranger I may be required to work unusual hours, weekends and holidays. A valid driver's license is a condition of initial and continued employment in this classification. Persons in this classification must be able to use a respirator in the performance of their work. In accordance with CAL OSHA respirator regulations, Title 8, 5144 (c) (g) (l) (A) (l.), incumbent shall not wear beards or long sideburns that impede the effectiveness of the respirator.

Employment Category: AFSCME, Local 2428, Range A002
Replaces Board Resolution for PSA, passed 3-5-85; Park Ranger, passed 5/78
Revision Adopted by Board: 5-19-98
Resolution: 1998-5-127
Revision Approved by General Manager: October 21, 2009

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