

# **Conejo Recreation & Park District**

## **Job Title: Lead Ranger**

**Division:** Parks & Planning

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### **Summary:**

Under general supervision, directs and assists subordinate personnel in performing skilled maintenance, patrol, and professional/technical park operation duties, in accordance with District policies and procedures; encourages the safe and effective promotion, protection, and utilization of park resources and open space preserves; ensures that daily workload and preventive maintenance of properties maintained by the District are carried out.

### **Essential Duties and Responsibilities:**

- Plans, schedules, assigns, coordinates, and supervises the work of individuals or crews in the performance of open space activities, using principles of supervision and training.
- Ensures the maintenance and safe operation of equipment, and the use of safe work methods, procedures, and techniques, through instructing workers, and supervising work.
- Prepares reports and keeps a variety of records, including equipment maintenance logs and safety inspections.
- Trains, supervises, and assists in the evaluation of subordinates.
- Interprets and explains park policies, rules and regulations to the general public; answers inquires and complaints concerning park conditions, operations and maintenance.
- Conducts interpretive programs and outdoor activities; interprets the natural features of the open space area to visitors.
- Constructs designs, repairs, and maintains stream crossings, hiking, biking and equestrian trails utilizing tractors and specialized trail building equipment.
- Participates in custodial, carpentry, plumbing, maintenance, and cleanup of park and open space structures and grounds.
- Patrols park areas to promote an orderly and congenial atmosphere among park visitors; issues warnings and citations under appropriate ordinances for non-compliance of local park regulations and if needed utilizes law enforcement agencies to achieve compliance.
- Plans, develops, coordinates and executes work programs and resource management projects.
- Maintains park water distribution and irrigation systems.
- Maintains park areas to reduce fire hazards and performs fire fuel reduction activities as necessary.
- Supervises work crews to perform resource management and maintenance projects.

### **Other Duties and Responsibilities:**

- Operates a variety of hand tools, power tools such as chain saws and blowers, as well as trucks, tractors, and other motor driven landscape equipment.
- Operates heavy equipment including dump trucks, back hoes, Sweco trail machines.
- Installs and maintains fencing and signs.
- Administers emergency first aid as a first responder to sick or injured park visitors.
- Constructs a variety of bridges, kiosks and other fabricated structures.
- May be mobilized in the event of a disaster.
- Performs related duties as assigned.

### **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. \*

**Education/Experience:**

Associate of Science Degree with major work in natural resources or closely related field; three years experience in the operations, maintenance, development, or protection of park areas; or an equivalent combination of education and experience. Knowledge of open space habitat, geology, native plants, natural and cultural history, safety regulations, and park ordinances, and visitor management techniques.

**Language Ability:**

Ability to read, analyze, and interpret common professional and technical journals, and legal documents. Ability to respond to common inquiries or complaints from visitor or regulatory agencies. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to present information to management and the general public.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions and deal with several abstract and concrete variables.

**Certificates and Licenses:**

California Driver's License with a satisfactory driving record; possession of, or ability to obtain, certification as a limited peace officer of the State of California (P.C.832); CPR and First Aid certificate within six months of hire.

**Supervisory Responsibilities:**

Leads employees in the Ranger I, Ranger II, Open Space and seasonal categories. May supervise the work of contractors, contract work crews and volunteers. Responsibilities include training employees, planning, assigning, and directing work; assisting in appraising performance; addressing complaints and resolving problems.

**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 employee is frequently exposed to moving mechanical parts; fumes or airborne particles and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme heat and risk of electrical shock. The noise level in the environment is moderate to loud.

**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. \* While performing the duties of this job the employee is regularly required to walk over rough terrain; talk or hear. The employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to lift 50 to 100 pounds. The employee is occasionally required to sit; climb or balance; and taste or smell.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*