

# CONEJO RECREATION & PARK DISTRICT

## **Job Title: Lead Ranger**

**Division:** Parks & Planning

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### **Summary:**

Under direction, plans, directs and participates with Ranger department staff in performing patrol and professional/technical park operation and skilled maintenance duties; encourages the safe and effective promotion, protection and utilization of park resources and open-space preserves; ensures daily workload and preventive maintenance of properties maintained by the District are carried out; and performs other related duties as assigned.

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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists the Supervising Park Ranger in planning, scheduling, assigning, coordinating and supervising the work of Ranger department staff in the performance of open space, landscape, and park maintenance activities, using principles of supervision and training; ensures compliance with applicable federal, state and District safety regulations; regularly monitors, evaluates and addresses performance.
- 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.
- Oversees and assists in the construction, maintenance and repair of open-space features, including trails, fences, bridges, kiosks, restrooms, irrigation systems, signage, fire roads, picnic tables, stairs, culverts, ditches, retaining walls and creek crossings.
- Maintains park areas to reduce fire hazards and performs fire fuel-reduction activities, as necessary.
- Ensures the maintenance and safe operation of equipment and the use of safe work methods, procedures and techniques through instructing workers and supervising work.
- Interprets and explains park policies, rules and regulations to the public; answers inquiries 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.
- May contribute to developing and monitoring performance against the annual department budget; may approve purchases and other expenditures in accordance with District policies and procedures.
- Prepares reports and keeps a variety of records, including equipment maintenance logs and safety inspections.
- Plans, develops, coordinates and executes work programs and resource management projects.
- Provides work guidance to Ranger and Grounds staff, contract and temporary workers; participates in prioritizing workload and monitoring work of other employees for completeness,

accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.

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

- May operate a variety of hand tools and power tools such as chainsaws and blowers, as well as trucks, tractors and other motor-driven landscape equipment.
- May operate heavy motorized equipment.
- 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.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

#### **Education/Experience:**

A typical way to obtain the knowledge and abilities would be: an Associate of Science degree with major work in natural resources or a closely related field, and four years of 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, 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 visitors 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 public.

#### **Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as percentages, area, circumferences and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to develop and administer budgets and project costs.

#### **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 abstract and concrete variables.

**Certificates and Licenses:**

- First Aid & CPR/AED within 90 days of employment and ability to maintain certifications thereafter as a condition of employment.
- Possession of, or ability to obtain, certification as a limited peace officer of the State of California (P. C. 832).
- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

**Other Required Skills:**

Use of word processing and spreadsheet programs.

**Supervisory Responsibilities:**

Provides lead-level work direction to the Ranger I and II class series and occasionally to the Open Space Technician. May provide supervision to contractors, temporary and volunteer workers.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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 or humid conditions; high, precarious positions; 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 and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; talk or hear. The employee is frequently required to walk over rough

terrain, stand, stoop, kneel, crouch or crawl; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and to lift up to 50 pounds.

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Revised 4/4/24

*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.*