

# CONEJO RECREATION & PARK DISTRICT

## Job Title: Supervising Park Ranger

Division: Parks & Planning

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### Summary:

Under general supervision, supervise Park Rangers and all aspects of maintenance activities affecting unimproved District properties, in accordance with District policies and procedures; implement park programs; ensures the safe and effective promotion, protection, and utilization of park resources and open space preserves.

### Essential Duties and Responsibilities:

- Plans, schedules, assigns, supervises, trains and evaluates work of staff engaged in the care, protection, and operation of park lands and open space areas.
- Develops annual work plans and project priorities in consultation with Conejo Open Space Conservation Agency (COSCA) Administrator.
- Maintains records and prepares reports utilizing a task management system.
- Requisitions equipment and materials and determines personnel needed for assignments.
- Interprets and explains park policies, rules and regulations to the general public; answers inquires and complaints concerning park conditions, operations and maintenance, and, if needed, utilizes law enforcement agencies to achieve compliance.
- Plans, designs, coordinates and obtains approval for the construction of equestrian and hiking trail installations.
- Meets with adjacent property owners and homeowner associations to resolve open space problems and coordinate services and presentation within open space areas. Coordinates and directs cultural and research management projects within open space areas.
- Acts as the District's law enforcement coordinator.
- Investigates crimes, accidents associated with District lands.
- Assists with grant writing proposals.
- Confers and coordinates activities with local governmental agencies and District staff.
- Establishes effective relationships with community members, open space neighbors, schools, advisory groups, and commercial concerns and uses them to coordinate, evaluate and formalize open space programs and activities.
- Provides liaison between community residents and the COSCA
- Prepares publicity materials and makes presentations to community groups and schools to promote participation in activities
- Develops and administers unit budget and assists in Division budget preparation and recommends equipment acquisition

### Other Duties and Responsibilities:

- Directs fire hazard reduction activities on undeveloped park sites and open space areas.
- Available to respond to issues or emergencies 24 hours a day.
- Oversees the effective management of community volunteers within COSCA volunteer programs.
- Represents the District regarding open space issues to the news media.
- May be mobilized in the event of a disaster.
- Acts as agency representative during emergencies.
- Grant preparation
- Educates and interprets importance and relevance of open space resources such as geological, native plants and animals, natural and archeological history.
- Performs other 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:**

Bachelor of Science degree with major work in natural resources or a closely related field; four (4) years of increasingly responsible experience in open space property management and/or training; or combination of education and experience in the operations, maintenance, development, or protection of public recreational areas. Knowledge of open space habitats, native plants, invasive plants, natural history, applicable ordinances, safety regulations, and visitor management techniques.

**Language Ability:**

Ability to read, analyze, and interpret common professional and technical journals, TOPO maps and grading plans, financial reports, and legal documents. Ability to respond to common inquiries or complaints from visitors and regulatory agencies. Ability to effectively communicate, present information in oral and written form to management and to general public. Ability to supervise and train staff.

**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. Ability to estimate staffing and material costs and requirements for projects.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form 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:**

Manages and supervises employees in the Open Space Units. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; 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 frequently exposed to outdoor weather conditions; wet and/or humid conditions; moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibrations.

**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 uneven terrain; use hands

to finger, handle, or feel; talk and hear. The employee is occasionally required to lift up to 50 pounds. The employee is frequently required to stand; sit; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance; taste or smell.

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