

Clinton County, Iowa Job Description

Conservation Department

Job Title: Park Ranger: Non-Certified	Reports to: Park Supervisor
Department: Conservation	Pay Grade: B23
Revision Date: 1/24/2024	FLSA: Non-Exempt Non-Union

Summary: Under Supervision, provides service to maintain County Conservation lands and facilities; provides specific assistance to the public as needed; enforces park rules and policies and ensures the safety and security of the park and its visitors. Regularly monitors parks and serves as a backup to park supervisors.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Participates in the over-all operation, improvement and maintenance of lands and facilities; constructs new facilities; conducts periodic inspections on patrol; observes and corrects hazards, performs minor repairs immediately, and/or reports hazards to the Park Supervisor.
- Provides for the safety of public; administers first aid for injuries.
- Maintains a safe and comfortable working environment in County buildings and parks.
- Assists the public by answering questions and providing information; delivers informal talks to people and small groups on subjects such as park history or recreational opportunities.
- Cooperates, coordinates, and shares routine maintenance responsibilities of county lands and facilities with others such as full-time and seasonal personnel.
- Operates trucks, tractors, mowers and other special equipment; utility hand and power tools for maintenance projects; instructs seasonal staff in the safe and correct use of motorized equipment and tools.
- Collect user fees, if applicable from the public for use of park facilities; keeps accurate records of receipts.
- Applies established department standards such as a neat appearance in uniform provided in order to enhance public relations as a conservation department representative.
- Operates, in an official capacity, the vehicle assigned in carrying out responsibilities and duties.
- Operates and maintains lawn and snow removal equipment.
- Enforce park rules, regulations, and policies with visitors and contact law enforcement when required.

- Works nonstandard workweek.
- Other duties as assigned.

Supervisory Responsibilities: serves as a backup supervisor when Park Supervisor is absent.

Qualifications: To perform this job successfully, the Park Ranger: Non-Certified must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- High school diploma or general education degree (GED).
- Training or experience in maintenance/construction field is preferred.
- Post-secondary degree preferred.
- Basic computer skills (typing, spreadsheets, data bases, presentations).
- Money handling.

Language Skills:

- Ability to read, analyze, and interpret English language in writing, including but not limited to: instructions, technical procedures, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Effectively present information and respond to questions from groups of managers, board members, clients, customers, and the general public.

Mathematical Skills:

- Ability to work with mathematical concepts such as, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts of basic algebra and geometry (fractions, percentages, ratios, and proportions to practical situations).
- Ability to measure and utilize math required for building and repair.

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, Licenses, Registrations:

- Possess a valid driver's license.
- A CDL license may be required in the future.
- Pesticide Applicators license(must obtain within 2 years of start).
- Wild land Fire S-130 and S-190 (must obtain within 2 years of start).

Physical Demands:

- Standing – Approximately greater than 2/3 of on-the-job time.
 - Walking – Approximately greater than 2/3 of on-the-job time.
 - Sitting – Approximately between 1/3 and 2/3 of on-the-job time.
 - Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
 - Reaching with hands and arms – Approximately greater than 2/3 of on-the-job time.
 - Climbing or balancing – Approximately less than 1/3 of on-the-job time.
 - Stooping, kneeling, crouching or crawling – Approximately 1/3 of on-the-job time.
 - Talking or hearing – Approximately greater than 2/3 of on-the-job time.
 - Tasting or smelling – Approximately less than 1/3 of on-the-job time.
 - Weight lifted/Force exerted – Occasionally requires lifting of objects up to 50 pounds. Rarely lifts up to 100 lbs.
 - Vision – Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). **Work Environment:**
 - Environmental – Continually exposed to outdoor weather conditions. Frequently exposed to work near moving mechanical; parts risk of electrical shock; and vibration. Occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or air borne particles; and toxic or caustic chemicals.
- Noise –Loud (example: jack hammer work, large earthmoving equipment)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

ACKNOWLEDGEMENT: I acknowledge that this position description was reviewed with me and a copy was provided to me. I agree that I can successfully perform the essential functions and responsibilities listed above with or without reasonable accommodation.

Employee's Signature

Date