

## CLAY COUNTY JOB DESCRIPTION

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<b>Position Title:</b>	Park Ranger	<b>FLSA:</b>	Non Exempt
<b>Department:</b>	Park Ranger Division	<b>Level:</b>	16
<b>Reports To:</b>	Park Security Manager		
<b>Date:</b>	January 2016		
<b>Revised:</b>	July 2017		

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### **General Purpose**

The **Park Ranger** provides park law enforcement and safety services to employees and park patrons while on patrol. Provides emergency services and information to visitors to encourage proper behavior and protect park resources and facilities. Provides support to other divisions and law enforcement agencies as required.

### **Essential Duties**

The following is a nonexclusive list of essential duties and responsibilities for this position. The incumbent employee must be able to effectively and efficiently perform them and other duties as assigned:

- Provides law enforcement activities, under the authority of County ordinances and State law, for the Department including arrests, transportation to County detention center, investigations, reports of various types and other normal law enforcement duties as assigned.
- Patrols park areas or lake in radio-equipped vehicle or boat assisting park visitors.
- Checks park visitors for appropriate passes or permits. Locks and unlocks gates at specified opening and closing times, reports damage to park property, investigates park disturbances.
- Provides information to the public and visitors about park areas, facilities, rules and regulations, policies and procedures, opening and closing times, permit requirements, etc.
- Answers the telephone and provides information to caller; refers callers to another source, if required.
- May collect money for permits and transports monies as assigned.
- Prepares reports including daily logs, accident reports, transmission logs, complaint forms, and security check reports.
- Provides assistance, as required, in emergency situations for the public and other agencies.
- Renders emergency first aid and CPR. Requests assistance from other law enforcement agencies, paramedic agencies, tow trucks, etc.
- Provides traffic control and crowd control services. Assists in searches for lost children, etc
- Closes hazardous roads and barricades roads during dangerous conditions.
- Conducts searches for possible drowning victims.
- Reports to Park Security Manager or his designee, all safety, health or environmental hazards.
- Other duties as assigned

### **Knowledge, Skills and Abilities:**

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. In addition to the requirements listed below, regular attendance is an essential function of this position.

- Knowledge of department policies and procedures.
- Knowledge of the Clay County Park ordinances, State law and proper application of both.
- Knowledge of park facilities, operation, hours, locations, boundaries, etc.
- Knowledge of citizen's rights and recreation enforcement practices.
- Knowledge of radio ten codes and proper use.

- Knowledge of the roles of agencies such as police departments, Missouri Department of Conservation, State Water Patrol, and the Sheriff's Department and their working relationship to Park Rangers.
- Knowledge of conflict resolution and compliant resolution practices.
- Knowledge of basic self-defense techniques.
- Knowledge of proper use of hand tools.
- Knowledge of the Missouri Wildlife Code.
- Knowledge of and skill in communication techniques; written and oral.
- Skill in the operations of an automobile, outboard motor boat, and four wheel drive vehicle.
- Skill in interpersonal relations

### **Education and Experience**

- Must have working knowledge of park operations and law enforcement practices and procedures.
- Must have skill in operations of required tools and equipment.
- Must be able to effectively meet and deal with the public; handle stressful situations; communicate effectively verbally and in writing.
- Must be able to pass qualification exams for firearms. Firearm carry is required for position.
- Must obtain certification in Red Cross first aid, advance first aid, CPR, lifesaving techniques and defensive driving.
- Must possess a valid Missouri Driver's License.
- Must be in excellent physical condition.

### **Licenses**

- Must have a Class "A" certification from the Department of Public Safety (P.O.S.T.).

### **Certificates and Other Requirements:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear equipment alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written/typed documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 80 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.

### **Work Environment**

- Work is performed in a park setting 90% of the time and in a modern office 10% of the time.
- Outdoor conditions include extreme temperatures (hot and cold), adverse weather and lake conditions, dust and pollen, various plants, insects and wildlife.
- Work may entail wildlife and stray animal rescues or removal, involving close physical contact with blood, fur, claws, talons, beaks, feathers or teeth.
- Work is performed year round; weekends, holidays and evenings.

### **Required Travel**

- The employee is required to travel throughout the County; may be required to travel within and out of state.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Clay County maintains its rights as an “at will” employer and nothing in this job description restricts its ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County. This is not an all-inclusive list; other duties, qualifications, knowledge, and skills may be required.

**Approved By:**

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**Department Head/Appointing Official**

**Date**

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**Assistant County Administrator – Finance & Administrative Services**

**Date**

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**County Administrator**

**Date**