



# PARK RANGER

**Exempt:** No

**Starting Salary:** \$15.00/hr.

**Shift:** Part Time; including weekends and holidays

**Reports To:** Parks Supervisor

**Union Eligible:** Yes

## **JOB SUMMARY:**

This is a part time field position at assigned locations in city parks and recreation areas. Work involves the interpretation of park regulations and the provision of professional, effective, and efficient public assistance to park patrons and visitors. Position incumbent assists administrative superiors with park security programs and in planning the logistics of special events. The Park Ranger is responsible for monitoring city owned kayak and boat launches for compliance with franchise agreements, ensuring that facilities are safe for public use, and assisting visitors with education about safe paddle-craft operations on Kings Bay. The Ranger will be responsible for ensuring the safe flow of traffic through the parking lots, staging and loading areas, as well as reporting any concerns or incidents to management. Park Rangers are responsible for the operations and scheduling of the Pump Out services program.

## **DUTIES AND RESPONSIBILITIES:**

- Oversees franchisees launching from Kings Bay Park for compliance with franchise agreement and compliance with City launch fees.
- Ensures all city owned launches remain clear of debris and pose no trip or slip hazards to visitors.
- Assists maintenance employees with park and restroom standards during all hours of operation including trash pick-up and restroom stocking as needed.
- Instructs & educates visitors to Crystal River on how to safely paddle and navigate Kings Bay.
- Notifies Parks Supervisor of any defects, repairs needed, or other problems, which would impact the safety of visitors in city recreational areas.
- Operates and performs pump out services according to the Clean Vessel Act guidelines while ensuring compliance with the US Coast Guard regulations.
- Completes incident reports.
- Make recommendations to improve operations, safety programs, flow of traffic and parking.
- Perform other incidental tasks consistent with the goals and objectives of this position as assigned by the Parks Supervisor.
- Maintains appropriate appearance and demeanor.
- Maintains regular attendance.

**QUALIFICATION REQUIREMENTS:**

- Candidate must be able to perform all requirements within the job description, as well as other duties assigned by management. Individual must be able to demonstrate a high level of skill in customer service and guest complaint resolutions/solutions. Individual must be able to lead and work with others. Individual must demonstrate the ability to work alone exercising sound judgement with minimal supervision. High School level verbal and written communications is required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or GED equivalent.
- One (1) year of customer services experience. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- Boating experience and knowledge of boat safety preferred.

**CERTIFICATES, LICENSES & REGISTRATIONS:**

- Must possess a valid Florida Driver's License.
- Must be able to complete Florida State Parking Enforcement Training Certification within six (6) months of employment.
- Must possess a Coast Guard recognized Boaters Safety Certificate within six (6) months of employment.

**OTHER SKILLS AND ABILITIES:**

- Ability to work effectively and flexible with various people.
- Ability to follow written and verbal directions.
- Ability to follow through on designated tasks.
- Strong listening skills.
- Ability to clearly communicate.
- Ability to think critically.
- Ability to provide interpersonal guidance.
- Basic knowledge of Microsoft Word and Excel.
- Knowledge of paddle craft and launching techniques.
- Knowledge of Kings Bay and points of interest throughout the bay.
- Ability to work in a fast-paced environment.

**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 duties of this job, the employee is regularly required to speak, see, and hear. The employee is required to stand and walk, in outside elements of heat, cold, rain, and moderately loud noise environments. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or up to 25 pounds.