



# City of Tempe

## PARK RANGER LEAD

### JOB CLASSIFICATION INFORMATION

|                                       |                |                                |                    |
|---------------------------------------|----------------|--------------------------------|--------------------|
| <i>Job Code:</i>                      | 095            | <i>Department:</i>             | Community Services |
| <i>Supervision Level:</i>             | Non-Supervisor | <i>State Retirement Group:</i> | ASRS               |
| <i>Status:</i>                        | Classified     | <i>Market Group:</i>           | Park Ranger        |
| <i>Safety Sensitive / Drug Screen</i> | Yes            | <i>Physical:</i>               | Yes                |

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.  
Exercises functional and technical supervision over Park Ranger and/or contract staff and volunteers.

### MINIMUM QUALIFICATIONS

|                                 |   |
|---------------------------------|---|
| <i>Experience:</i>              | Two (2) years of public contact experience, preferably in public parks or recreation, security, police, park ranger, or related field.  |
| <i>Education:</i>               | High school diploma, GED or equivalency.  |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> <li>● Possession of a valid driver’s license.</li> <li>● Possession of, or required to obtain within six (6) months of hire, a CPR/AED, First Aide, and Pepper Spray certification.</li> </ul> |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To lead and participate in the work to reinforce quality recreational experiences through ambassadorship, outreach, education and enforcement. To provide security for City employees, contract staff, and/or the general public by patrolling and observing activities, assessing situations, and resolving problem activities or calling the police to respond in urban, neighborhood, community, regional parks, preserves, natural and special use areas, and sports complexes.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Recommend and assist in the implementation of organizational goals, performance measures, and objectives and implement policies and procedures, coordinate activities with other departments and jurisdictions.
- Plan, prioritize, assign, lead and review the work of staff in work relating to park ranger operations.
- Act as a coach and mentor to team members.
- May act in Park Ranger Supervisor's absence.
- Assists in the training of new employees and provide feedback to supervisors.
- Assist in the development of guidelines, sop's and requirements for projects.
- Ensure and monitor records, logs, work orders are completed in a satisfactory manner.
- Patrol area by foot, bike, truck, ATV, utility vehicle or watercraft, or remain at a set location; observe the activities of persons in, and around urban, neighborhood, community, regional parks, preserves, natural and special use areas, sports complexes and lakes & ponds.
- Assess activities and identify inappropriate, unsafe, or suspicious behavior; tactfully resolve the issue with the individual(s) involved; notify the police department to respond if inappropriate activity escalates and/or become dangerous.
- Assist with water rescues.
- Patrol area to identify and report damage, unsafe conditions and vandalism to equipment and facilities; perform minor maintenance.
- Ensure the safety and education of the park visitors and serves as a front-line ambassador and a point of contact for the public; communicate with the public and provide information and explanation of policies and regulations.
- Oversee and provide technical direction to volunteers.
- Work with community and other City departments to resolve safety issues.
- Answer calls for service in the parks and preserves.
- Collect unattended and abandoned property in parks and preserves.
- Maintain logs and write various internal administrative, status, or incident reports.
- Enforce park and preserve rules, regulations and ordinances related to park usage and related city code; issue citations, when necessary; testify in a court of law, when required.
- Prevent unauthorized access to restricted areas.
- Review and respond to and resolve a variety of requests or complex issues and concerns from City employees, contract staff, and/or the general public.
- Manages customer complaints and provides appropriate and alternative solutions; follow up to ensure resolution with supervisor in a timely manner.
- Coordinates and works closely with neighborhood associations to create a feeling of safety in the parks and communicates concerns and solutions to appropriate supervision within the city.
- Conduct educational programs/presentations regarding security issues and topics; attend meetings and training sessions; provide suggestions relating to improving policies and procedures.
- Enter, update and process data and other information to compile statistics and other reports.
- Enter, update and process service work order requests in the Computerized Maintenance

- Management System (CMMS).
- Perform park and playground inspections.
- Perform related duties as assigned.

**COMPETENCIES**

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i>  |
|-----------------------------|-----------------|--|
| Foundational                | All Employees   | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory             | In Addition >   | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory                 | In Addition >   | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager                     | In Addition >   | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director             | In Addition >   | Entrepreneurship and Networking  |
| Director                    | In Addition >   | Organizational Vision  |

*For more information about the City of Tempe’s competencies for all classifications:*  
[City of Tempe, AZ : Competencies](#)

**JOB DESCRIPTION HISTORY**

*Effective July 2023*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Park Ranger Lead**

**Job Code: 095**

| VEHICLE OPERATION                                       | YES | NO |
|---|-----|----|
| Will this position drive a City vehicle?                | X   |    |
| Will this vehicle require a Commercial Drivers License? |     | X  |

|  | Never<br>0% of<br>time | Occas.<br>1-35% of<br>time | Freq.<br>36-65% of<br>time | Contin.<br>66-100%<br>of time |
|--|------------------------|----------------------------|----------------------------|-------------------------------|
|--|------------------------|----------------------------|----------------------------|-------------------------------|

| ENDURANCE          |  |  |   |   |
|--------------------|--|--|---|---|
| Sit                |  |  |   | X |
| Stationary / Stand |  |  |   | X |
| Move / Traverse    |  |  | X |   |

| WORK WITH OR EXPOSURE TO THE FOLLOWING |   |   |   |  |
|--|---|---|---|--|
| Machinery*                             | X |   |   |  |
| Electrical*                            | X |   |   |  |
| Power Tools*                           |   | X |   |  |
| Hand Tools*                            |   | X |   |  |
| Personal Protective Equipment*         |   |   | X |  |
| Fumes                                  |   | X |   |  |
| Computer Software                      |   |   | X |  |
| Chemicals                              |   | X |   |  |

| ENVIRONMENT                |   |   |   |  |
|----------------------------|---|---|---|--|
| Indoors                    |   |   | X |  |
| Outdoors                   |   |   | X |  |
| Working in or around water |   |   | X |  |
| Extreme Heat               |   |   | X |  |
| Extreme Cold               |   |   | X |  |
| Office Setting             |   | X |   |  |
| Confined Spaces            | X |   |   |  |
| Excessive Noise**          | X |   |   |  |
| Heights                    | X |   |   |  |
| Sewage Exposure            | X |   |   |  |
| Bodily Fluid Exposure      | X |   |   |  |

| VISION REQUIREMENTS  | YES | NO |
|--|-----|----|
| <b>Close</b> (clear vision at 20 inches or less)   | X   |    |
| <b>Distance</b> (clear vision at 20 feet or more)  | X   |    |
| <b>Color</b> (ability to identify and distinguish colors)  | X   |    |
| <b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)                                   | X   |    |
| <b>Peripheral</b> (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) | X   |    |
| <b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)   | X   |    |
| <b>No Special Vision Requirements</b>  |     | X  |

| Maximum LIFT / CARRY | Lift | Carry |
|----------------------|------|-------|
| 5-25lbs              |      |       |
| 26-50lbs             |      |       |
| 51-75lbs             | X    | X     |
| 76-100lbs            |      |       |

| Maximum PUSH / PULL | Push | Pull |
|---------------------|------|------|
| 5-25lbs             |      |      |
| 26-50lbs            | X    | X    |
| 51-75lbs            |      |      |
| 76-100lbs           |      |      |

| MOVEMENT                | YES | NO |
|-------------------------|-----|----|
| Bend / Stoop / Twist    | X   |    |
| Crouch / Squat          | X   |    |
| Kneel / Crawl           |     | X  |
| Above Shoulder Level    | X   |    |
| Below Shoulder Level    | X   |    |
| Repetitive Arm Use      |     | X  |
| Repetitive Wrist Use    |     | X  |
| Repetitive Hand Use     |     | X  |
| Climb Stairs / Ladders  | X   |    |
| Neck Range of Motion    | X   |    |
| Traverse Uneven Surface | X   |    |
| Traverse Even Surface   | X   |    |

| ADDITIONAL CONSIDERATIONS:                                  |
|---|
| - May require working extended hours.                       |
| - May work alone for extended periods of time.              |
| - May travel to/from meetings and various locations.        |
| - Other mental attributes essential to this classification. |

| *DEFINITIONS/EXAMPLES   |
|---|
| <b>Machinery:</b> bucket truck, riding mowers, backhoe etc.   |
| <b>Electrical:</b> wiring, outlets, fuses etc.  |
| <b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.   |
| <b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.                                     |
| <b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc. |

**\*\* Hearing test is required**