



## JOB DESCRIPTION

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**JOB TITLE:** Parks Ranger III

**JOB CODE:** 2920

**DEPARTMENT:** Community Services/Parks & Recreation

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Parks Supervisor

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### SUMMARY OF JOB PURPOSE

Performs skilled labor in the maintenance, construction, repair, and upkeep of County Parks, typically at multiple park sites; ensures compliance with all safety regulations and procedures. Essential Functions listed below may not be performed by all employees in this job classification, and will depend upon the specific area of assignment.

### ESSENTIAL FUNCTIONS

1. Performs grounds keeping and maintenance of parks and grounds including: mowing, trimming, edging, irrigating, aerating, thatching fertilizing and controlling weeds in turf; planting, pruning, controlling pests on trees, shrubs, and herbaceous perennials; irrigation system maintenance and repair, including checking sprinklers for proper function, cleaning and adjusting heads, digging up and repairing broken lines and fittings, making seasonal adjustments to automatic controllers and computer databases as needed; snow removal duties as necessary; maintaining, monitoring and testing parks water systems, wells, tanks, and pumps.
2. Maintains athletic facilities including ball fields, soccer/football fields, and volleyball/basketball/tennis courts. Typical duties may include: dragging/hand raking/hand watering skinned areas ; rebuilding pitchers mounds; painting/chalking lines; adjusting/repairing/replacing nets; washing court surfaces; repairing court surface cracks; and maintaining scoreboards and controllers.
3. Maintains equestrian facilities including arenas, horse stalls/barns, dirt parking areas and grandstand bleachers. Typical duties may include: ground conditioning/dragging/watering/rock removal of arenas and parking areas; cleaning out stalls; and other tractor groundwork.
4. Performs general custodial maintenance of park buildings and facilities; ensures cleanliness of restrooms; cleans up spills and unsanitary conditions when they occur and ensures compliance with applicable OSHA regulations; provides pest control; cleans/removes graffiti as necessary; washes bleacher seating; picks up and disposes of trash and debris from parking areas, parks, and other assigned areas.
5. Performs general building maintenance and repairs including minor plumbing/electrical/HVAC repairs, painting and staining, constructing, installing, and repairing various park improvements such as playground equipment, picnic benches, fences, bathrooms, cabinets, picnic shelters; and paver pathways; pours and finishes concrete; welds, cuts, and fabricates metal.
6. Performs routine preventative maintenance and care of grounds keeping equipment including various gas and diesel powered equipment and vehicles, power tools, hand tools, tractors with implements, backhoes, dump trucks, and aerators; repairs or replaces equipment and components as necessary; tracks and orders supplies as necessary; operates all vehicles and equipment using safe working methods through application of standard safety procedures and equipment operations manuals.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Sets up and breaks down special events. Typical duties may include: set up/take down portable stage; transport portable bleacher seating; put up/take down temporary fencing; set up/put away tables and chairs; assemble/break down temporary booths; set up/take down livestock panels for temporary stalls.
8. Assists the general public, customers, and/or county employees in person or by phone answering inquiries related to park and recreation facility use, safety requirements, and points of interest; receives complaints and attempts to resolve them; explains rules, policies, and procedures and enforces Title 13 of the Douglas County Code through application of Park Ranger citation authority; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department.
9. Collects park user fees for mobile home/recreational vehicle hookups, day camping, boat launching, tennis, and other sport field tournaments, as well as parking fees; writes receipts and delivers revenues to the Treasurer.
10. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; maintains work schedules; counsels, coaches, and instructs employees.

### 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of four (4) years park maintenance experience including landscaping, irrigation repair, carpentry, mechanics, and/or building maintenance; previous supervisory and law enforcement experience preferred.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the County.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

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### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of gardening and grounds keeping methods as well as skill in the use of gardening and grounds keeping tools, equipment, and materials; knowledge of names, characteristics, and functions of common hand and power tools used in the maintenance of parks; ability to operate heavy power-driven equipment such as front-end loaders, backhoes, graders, and dump trucks; practice of proper safety precautions and procedures for operating equipment, setting up a job site, and performing work tasks; knowledge of accepted methods for seeding, propagating, planting, cultivating, and trimming flowers, plants, trees, shrubs, and lawns.

Ability to operate standard office equipment and personal computers including word processing and spreadsheet software; familiarity with bookkeeping principals and practices.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Nevada Driver's License, an acceptable driving record, and the ability to obtain a Class A Nevada Driver's License; sworn in by the Sheriff's Office to enable park citation authority; first aide and/or CPR certification desirable. Water Distribution Operator and Backflow Preventer Tester certificates required for some positions.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

While performing the duties of this job the employee is regularly exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to the risk of electrical shock and vibration and the noise level in the work environment is usually loud. The employee is subject to call out for snow removal, natural disasters and other emergencies, and when needed for weekend and/or evening park use.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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