



## JOB DESCRIPTION

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**JOB TITLE:** Parks Ranger Supervisor

**JOB CODE:** 2930

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

**FLSA STATUS:** Exempt

**REPORTS TO:** Superintendent - Parks

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### SUMMARY OF JOB PURPOSE

Supervises and participates in the maintenance, construction, repair, and upkeep of County Parks; schedules and administers training programs for staff; ensures compliance with all safety regulations and procedures.

### ESSENTIAL FUNCTIONS

1. Supervises and participates in the work of Park Rangers and Weed Control staff including the determination of work procedures, setting and reviewing work schedules, and providing support for manpower and resource requests; trains staff on the proper operating procedures for equipment and enforces safety procedures outlined in the equipment operator manuals including use of protective gear/garments; promotes safety on the job to all Park personnel, including enforcement of County safety policies and performs safety investigations as required.
2. Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
3. Oversees the reservation process and the collection of park user fees for mobile home/recreational vehicle hookups, day camping, boat launching, tennis, and sport field tournaments; collects deposits for special event facility use, inspects facilities after events, and determines amount of deposit to be refunded; prepares receipts and ensures delivery of revenues to the Treasurer.
4. 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.
5. Directs the application of turf maintenance including mowing, trimming, edging, irrigating, aerating, and fertilizing; supervises the maintenance of athletic fields, scoreboards, bleachers, dugouts, and equestrian arenas including ground conditioning and other tractor groundwork; oversees the preparation and application of insecticides, fungicides, and herbicides designated to control the growth of weeds and infestation of unwanted pests.

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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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6. Supervises repairs of the more complex areas of park irrigation systems such as automatic controllers and booster pumps; troubleshoots and diagnoses the more difficult problems including calculation of water pressure, calculation of precipitation rates, and troubleshooting field wiring problems; oversees the chlorination and testing of parks water including the monitoring and maintenance of parks water systems, wells, tanks, and pumps.
7. Directs staff in performing the more difficult construction projects such as installation of park furniture, playground equipment, picnic shelters, and/or building improvements; supervises the operation of the more complex, heavy, power-driven equipment utilized in park maintenance such as backhoes; troubleshoots and diagnoses the more difficult plumbing and electrical projects.
8. Responsible for the administration of the Maxicom Central Control Software system including programming, conducting software and hardware upgrades/installations, and troubleshooting and resolving programming issues.

### **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 equivalent, and a minimum of five (5) years park maintenance or related field experience; minimum of two (2) years in a supervisory capacity.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, blueprints, and governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

Knowledge of the functions, characteristics, proper use and care, and skill in the operation of heavy, power-driven construction equipment such as backhoes, front-end loaders, and dump trucks; proper utilization and maintenance of tools and materials used in the repair, construction and maintenance of parks; knowledge of standard safety regulations and established policies, standards, and procedures related to park maintenance, repair, and construction; familiarity with the layout of the County park system; understanding of Title 13 of the County Code regulating the use of County park facilities.

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Knowledge of common names, qualities and characteristics of trees, shrubs, turfgrasses and other plants found in the local area; proper procedures and techniques of pesticide and herbicide application and acceptable levels for the maintenance of parks.

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 Class A Nevada Driver's License with an acceptable driving record; sworn in by the Sheriff's Office to enable park citation authority; first aide and/or CPR certification; Nevada Restricted Use Pesticide Certification; Certified Landscape Irrigation Auditor. Must be able to obtain a Provisional Professional Certification with the Nevada Recreation and Park Society and a Nevada Law Enforcement Academy Category II Training Certificate within six (6) months of employment. Maxicom Level Two Certification preferred.

#### **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. The employee must regularly lift and/or move up to 50 pounds and occasionally 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.

**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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