



City of Tempe

PARK RANGER SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	634	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Park Ranger Supervisor
<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.
Exercise direct supervision over assigned Park Ranger staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of experience in public parks or recreation, security, park ranger, or related field, at least two (2) of the three (3) years must include lead or supervisory experience.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of, or required to obtain within six (6) months of hire, a CPR/AED and First Aid certification. • Possession of, or required to obtain within six (6) months of hire, a Hazardous Material Emergency First Responder certification.

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 plan, assign, supervise and coordinate all elements of the Parks Ranger Program 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.

- Leads employees to ensure the safety and education of the park visitors and serves as a front-line ambassador and a point of contact for the public.
- Manages customer complaints and provides appropriate and alternative solutions; follow up to ensure resolution with other city stakeholders.
- Coordinates and directs employees to work closely with neighborhood associations to create a feeling of safety in the parks.
- Develop, implement, supervise, promote, schedule, prioritize and evaluate Park Ranger operations and activities; recommend improvements and modifications; prepare reports as requested on relevant operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to recognize exceptional job performance and correct deficiencies; implement disciplinary action as necessary; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Enforcement of park and preserve rules, regulations and ordinances related to park usage; issue citations; testify in a court of law.
- Establish and discuss job duties and performance expectations; set performance goals.
- 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.
- 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.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for budget items; monitor and control expenditures.
- Plan, develop and implement contracts with providers of specialized services; administer and revise contracts as necessary; oversee contracted providers to ensure contractual compliance.
- Maintain awareness of legal requirements as well as industry standards and trends impacting the Park Ranger Program; incorporate into existing operations.
- Represent the Park Ranger Program through participation in a variety of boards, commissions, committees, organizations and groups.
- Implement and conduct educational programs/presentations.
- Purchase necessary equipment and supplies; initiate bids for vendors; prepare bid specifications as required.
- Assist with the research of software/hardware to recommend operational efficiencies and business solutions.
- Enter and synthesize data and other information to compile statistics and other reports.
- Develop and implement analytics for various aspects of business operations.
- Administer, enter, prioritize, assign, update and evaluate service work order requests in the Computerized Maintenance Management System (CMMS).
- Perform related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective July 2023</i>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Park Ranger Supervisor

Job Code: 634

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

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% 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
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (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	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		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
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**