CITY OF SANTA CRUZ
RANGER ASSISTANT

Reports to	Chief Ranger
Supervises	May exercise technical and functional lead direction over assigned or temporary staff and volunteers
Bargaining Unit	Service

BASIC FUNCTION

Under general supervision, assists with supporting the recreation area by performing park maintenance and resource management duties, overseeing store operations, providing public assistance, and communicating and enforcing rules and regulations to visitors at the Loch Lomond Recreation Area and the surrounding watershed area.

DISTINGUISHING CHARACTERISTICS

The **Ranger Assistant** is an entry-level classification and is distinguished from the next higher level of classification of Ranger in that the latter is responsible for assisting with the protection and enhancement of the recreation areas, watershed, and facilities through patrol, municipal code enforcement, and emergency response.

TYPICAL DUTIES (*May include, but are not limited to, those duties listed below.)*

- Assists with resource management within watershed and recreation areas by performing tasks such as aquatic or terrestrial invasive species control, boat inspections, and erosion control projects; maintaining roads, trails, and fire breaks; observes and reports environmental hazards, such as slides, erosion, and disease and insect activity in trees.
- Staffs the Recreation Area store and/or Welcome Kiosk; responds to questions and concerns from the general public; provides information as appropriate regarding fees, permits, policies, procedures and services; assists the public in obtaining permits and renting equipment.
- Receives and processes purchases, fees, fines, or other transactions; sets up cash drawers and operates cash registers; prepares receipts, balances money received and prepares deposits; reconciles purchases and user fees with daily receipts.
- Maintains supplies and inventories for facilities and store; contacts vendors, places orders and processes related record-keeping.
- Assists with minor construction projects and maintenance of park facilities, such as buildings, restrooms, trash receptacles, picnic areas, signs, irrigation systems, trails, fuel breaks, fences, gates, and grounds; performs maintenance and repair work on facilities, structures, and equipment, including minor carpentry, plumbing, and painting.

- Operates and maintains various types of power tools, light to medium construction equipment, and city vehicles, including trailers and boats.
- Controls access to assigned facilities by opening and closing them to the public; ensures facility is secure upon closing; monitors ongoing use of the facility to ensure user compliance with all facility policies and procedures; maintains and implements security and emergency procedures including calling for civil or law enforcement assistance when necessary.
- Assists with enforcement of provisions of the Municipal Code applicable to the Loch Lomond Recreation Area and Watershed Properties as assigned.
- Assists with medical emergencies as needed within the scope of training.
- May lead and assist in training temporary workers and volunteers in the operation of the toll gate, store, and boat rental dock as well as the boat inspection process and the maintenance of related facilities; coordinates efforts in support of facility operations.
- May monitor water quality conditions, collect water samples, and record data from stream gauges and other monitoring instrumentation.
- Learns the natural history of the area and begins to apply knowledge when performing park maintenance and operations duties as well as in providing information to visitors; may perform basic research related to resource management and park facilities.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires: prolonged sitting, standing, and walking on uneven and slippery surfaces, including mountain trails; reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment and supplies weighing up to 60 pounds is also required. Additionally, the incumbent in this position works outdoors and in all weather conditions, including rain, heat, and cold. The job duties may expose the employee to fumes, dust, air contaminants, stinging insects, poison oak, and rattlesnakes. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and construction equipment, and may assist in emergencies. Positions require the incumbent to work around a reservoir. The incumbent may be required to respond to after hours emergency call outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Abilities:

- Interact courteously and effectively with members of the public.
- Read, understand, and review documents for accuracy and relevant information.
- Learn to operate hand and power tools related to resource management such as shovels, axes, saws, pulaskis, mc clouds, weed wrenches, and rakes.

- Use a variety of instruments related to the measurement of water quality and weather such as Secchi disks, turbidimeters, pH meters, thermometers, anemometers, hygrometers, and barometers.
- Implement, explain, and apply procedures, rules, regulations, codes, and ordinances.
- Enforce procedures, rules, regulations, and codes, including the Municipal Code.
- Respond appropriately in potentially hazardous or emergency situations.
- Use applicable office terminology, forms, documents, and procedures in the work of the facility.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard office equipment including computers and cash registers.
- Operate handheld, mobile, and base station radios.
- Organize, prioritize, and follow up on work assignments.
- Follow verbal and written directions.
- Perform basic mathematical calculations quickly and accurately.
- Work independently and as a member of a team.
- Make sound decisions within established guidelines.
- Establish and maintain effective working relationships.
- Read, interpret and record data accurately; maintain manual and computerized record keeping systems.
- Meet the physical demands of the job, including hiking on steep and uneven terrain and performance of moderate to heavy manual labor.

OTHER REQUIREMENTS

- Willingness to work flexible hours including holidays, evenings, weekends, and split shifts and to report back to work in the event of an emergency.
- Willingness to wear a uniform.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licensing is qualifying**.** A typical way to obtain these requirements follows:

- High school degree or tested equivalent, and
- Six months of maintenance or public contact experience.

LICENSES/CERTIFICATES

- Possession of a valid class C California driver's license and a safe driving record.
- Completion of a POST Certified PC832 Principles of Arrest and Citation (40 hour) course within six months of appointment.
- Possession of a Standard First Aid and CPR with AED (American Red Cross, American Heart Association, or approved equivalent) certification within six months of appointment.

DESIRABLE QUALIFICATIONS

- 4 months or more experience in a park environment.

- Coursework in natural resources management, forestry, environmental science, or a related field.
- Use of various hand and power tools to perform resource management, general maintenance, basic carpentry, and plumbing.
- Ability to speak Spanish.

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Career Ladder

- Chief Ranger
- Ranger
- *Ranger Assistant*