



SUMMARY

Under general supervision, performs a variety of support duties for District parks and open space areas and facilities; ensures areas and facilities are available for use and consistently maintained in a safe and clean condition. Areas of responsibility, include, but are not limited to, serving as staff for kiosks, entry stations, and visitor centers; patrols areas to monitor activities and take action as needed; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the Park Ranger series responsible for performing a variety of routine maintenance for District parks and open space areas and facilities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs a variety of support duties for District parks and open space areas and facilities, including, but not limited to, assisting Park Rangers, visitor services, interpretation services, and camp services.
2. Ensures facilities are available for use and consistently maintained in a safe and clean condition.
3. Patrols park, open space, and recreation areas; reports problems regarding safety and sanitary conditions.
4. Staffs kiosks, entry stations, and visitor centers; greets and welcomes park visitors; collects fees.
5. Implements, monitors, and enforces relevant laws, rules, policies, and procedures; cautions patrons regarding unsafe activities and reports incidents to Park Ranger as needed.
6. Provides information to patrons pertaining to park use, local natural and cultural history, points of interest, and recreation opportunities; answers inquiries and gives directions.
7. Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves or refers to Park Ranger or Chief Ranger as needed.
8. Performs custodial tasks.
9. Assists with preparing marketing and educational material; may assist with program delivery.
10. Assists in emergencies involving injury, illness, fire, hazardous water conditions, or other critical incidences by notifying proper authorities; provides first aid/medical care to the level of training.
11. Inspects facilities and grounds for safety and security; identifies and reports hazardous conditions and facility maintenance needs to supervisor.
12. Follows safe working practices and makes appropriate use of related safety equipment as required.
13. Performs administrative tasks, such as attending meetings and training, preparing reports, monitoring expenditures, and maintaining records.
14. Assists with District special events as needed.
15. Performs related duties as assigned.

QUALIFICATIONS



Education and Experience:

- High School Diploma or GED;

AND

- Six months of relevant work experience.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Methods and techniques used in the operation, repair, and maintenance of park and open space areas and facilities.
- Operational characteristics of a variety of tools and equipment.
- Occupational hazards and standard safety practices.
- Basic wildlife, vegetation, and geographic features found in District parks.
- Relevant natural and cultural history.
- Outdoor recreation skills related to camping, biking, hiking, and horseback riding.
- Principles and practices of recordkeeping.
- Principles and practices for providing high level of customer service.
- Modern office practices, methods, and computer equipment and applications.

Ability to:

- Perform general maintenance duties.
- Safely and effectively use, operate, and maintain equipment and tools.
- Provide information and resources to patrons.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Make basic mathematic calculations with speed and accuracy.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Maintain records and files on work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.

PHYSICAL DEMANDS

Must possess: mobility to work in various parks and open space areas; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to a variety of plant and animal species. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS



Livermore Area
Recreation and Park District
An independent special district

PARK RANGER AIDE

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: PT450

FLSA Status: Non-exempt

Supersedes: Reviewed 9/19/23