



POSITION	Park Ranger	REPORTS TO	Parks & Recreation Director
DEPARTMENT	Parks & Recreation	EXEMPT	Non-Exempt
EFFECTIVE DATE	08/26/21	REVISED DATE	08/26/21

DESCRIPTION

PARK RANGER

SUMMARY

Under the supervision of the Village's Parks & Recreation Director, this position performs general work in patrolling and enforcing park rules, regulations, permit requirements, and special events in the Village of Indiantown parks. This position also performs light maintenance and cleaning of the parks when needed. Applicants must be fluent in English and Spanish.

THIS POSITION REQUIRES THE INCUMBENT TO WORK EVENINGS, WEEKENDS AND HOLIDAYS.

ESSENTIAL FUNCTIONS

Duties may include, but are limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position.

- Patrol Village of Indiantown Parks (Big Mound Park, Post Family Park and Booker Park/Sports Field).
- Enforce park rules and regulations, permits, field and pavilion reservations.
- Checks parks for damage to grounds, facility equipment and reports any issues observed or encountered along with appropriate documentation, reports, photos, etc.
- Perform light maintenance of grounds and facilities such as checking and cleaning restrooms, picking up trash and debris and emptying trash receptacles as needed.
- Performs related duties as directed.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines:

- A High School Diploma or GED is required.
- One (1) year of parks, recreation, maintenance, or related experience, and one (1) year of customer service experience.

Knowledge & Skill in:

- Ability to understand and follow written and oral instructions.
- Ability to perform routine administrative support functions. e.g., typing, reports processing, etc.



- Ability to perform light facility and grounds maintenance functions such as checking and cleaning restrooms, picking up trash and debris and emptying trash receptacles as needed.
- Ability to drive Village Truck, Utility Work Cart, various tools, equipment, etc.
- Ability to read, update and maintain various records and files.
- Skill in the principles and techniques of customer service; ability to act as a Village liaison.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relations with departmental personnel, and the public.
- Ability to communicate in both English and Spanish preferred.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess a valid Florida driver's license upon hire and maintain throughout the length of employment with the Village of Indiantown.

WORKING ENVIRONMENT

- Work is mostly performed in an outdoor environment; but occasionally requires travel to other locations. Subject to contact with the public, sometimes voicing objections or complaints. While performing the duties of this job, the employee may be required to work in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office or moderately loud when in the field.

PHYSICAL AND MENTAL DEMANDS

Emotional/Psychological:

- Frequent decision-making and multi-tasking required; occasional to frequent working alone; and occasional to frequent contact with the public and elected officials, sometimes encountering angry or upset patrons or citizens.

Mobility:

- Frequent standing or sitting for extended periods; frequent walking, driving and patrolling of Village of Indiantown Parks is required; occasional pushing/pulling; occasional bending, kneeling, squatting, and crawling. Occasional lifting up to 30 pounds.

Dexterity:

- Frequent repetitive motion from writing, using a computer keyboard for extended periods of time, grasping, holding and reaching.
- Standard dexterity in the use of fingers, limbs, or body in the operation of office equipment or other restricted physical activities.



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Vision:

- Constant use of good overall close and distant vision.
- Frequent use of color perception; hand/eye coordination; depth perception; and peripheral vision.

Hearing/Talking:

- Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.

PROBATIONARY PERIOD

This position is subject to the successful completion of a six (6) month probationary period.

VILLAGE EXPECTATIONS

Certain essential village services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, **any and all** employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Accepted by: _____ Date: _____

Signature: _____