

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

PARK RANGER

DEFINITION

Under general supervision, provides a variety of services in the overall management of a state park or recreation area; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

Interviews and selects temporary employees and prepares necessary paperwork.

Directs and/or participates in the maintenance and repair activities in a state owned recreation area; assures that facilities and grounds are properly cared for; regularly inspects assigned property; sets work schedules, assigns tasks; reviews completed work.

Prepares various written or statistical reports such as cash report, truck report, area report, gas report, etc., to track, disseminate or explain information; tabulates necessary data, compiles the data into suggested formats, and submits all reports to designated officials in a timely manner.

Enforces the laws of the State of Iowa to insure the safety of state owned property and the general public; inspects boats for proper equipment; makes arrests for crimes committed in the assigned area; assists area visitors or other law enforcement officers when needed; appears in court when necessary.

Responds to written or telephone requests from the general public for information or assistance on numerous conservation related topics to assist them with problems or questions they may encounter and to clarify or explain rules.

Advertises and receives bids for contracts to include service agreements, rentals, and lease of farmland and oversees the work of contractors.

Oversees revenue intake from area user fees to assure proper and accurate accounting of receipts; establishes and maintains a uniform collection system and reviews the system to insure that it is operating efficiently.

Makes presentations to a variety of school, civic, and general public groups either on or outside of assigned state recreation areas in order to promote sound conservation practices.

Oversees inventory of assigned state recreation area to insure proper accounting of all state-owned property and adequate amounts of all supplies; accounts for all tools and equipment assigned to the area; orders needed supplies; checks in supplies upon receipt.

Patrols assigned area in order to protect it against natural disasters (fires, storms, snow, etc.); employs preventive measures.

Provides information to prospective concessionaires and oversees day-to-day operations of concessionaires.

Provides input into the development of the annual and biennial budgets to more efficiently plan for and expend funds; figures costs for various programs, equipment, etc; suggests improvements to state lands or facilities; compiles budget requests, and submits to supervisor for approval.

Prepares requests for expenditures to include purchase order requests, claim vouchers, mini-contract documents, receives, certifies, and inventories equipment.

Provides first aid assistance to area visitors to assure their safety.

COMPETENCIES REQUIRED

Knowledge of the policies, procedures, and regulations of the Iowa Department of Natural Resources.

Knowledge of the principles and practices of facilities management.

Knowledge of the operation and maintenance of technical and specialized equipment and tools used in parks work (i.e., tractors, mowers, saws, wedges, etc.).

Knowledge of safety precautions and practices necessary in the performance of parks duties.

Knowledge of the laws of the State of Iowa and the effective enforcement of those laws.

Knowledge of general conservation principles and practices used in Iowa.

Knowledge of water, hunter, snowmobile, etc. safety practices.

Knowledge of basic first aid practices and their applications.

Knowledge of the principles and practices of natural science as they relate to fisheries, wildlife, forestry, and parks.

Knowledge of water and wastewater treatment principles and practices.

Knowledge of the current literature, trends, and developments in the parks management field.

Ability to use tact, courtesy, and sound judgement in handling emergencies or delicate and sensitive matters and in dealing with the public.

Ability to plan and organize work and to oversee the work of lower level parks personnel, inmates, community service servers and volunteers.

Ability to express ideas effectively, both in oral communication with other employees and park visitors and in written reports of parks activities.

Ability to keep complete and accurate notes and statistical data to be used in reports.

Ability to prepare budgets for personnel and equipment expenditures and to prepare related reports.

Ability to inspect assigned facilities and equipment to determine what repairs/service are necessary and where improvements could be made.

Ability to detect violations of the laws of the State of Iowa and to take proper action when laws are broken.

Ability to remain on call 24 hours a day to deal with disturbances in the camping areas, assist with accidents, etc.

Ability to effectively train employees in new procedures and techniques.

Ability to perform basic mathematical calculations such as addition, subtraction, multiplication, division, percentages, etc.

Ability to plan and implement new or revised parks programs and to suggest areas of improvement.

Ability to develop and deliver informational presentations in a variety of settings (TV, before groups, informally, etc.).

Ability to work out of doors under any type of weather condition, and to withstand physically demanding work, such as lifting, bending, hauling.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school, or G.E.D., and the equivalent of two years of full-time experience in the management of a public park facility;

OR

an equivalent combination of education and experience substituting thirty (30) semester hours of college or university with major course work in park management, outdoor recreation, forestry, wildlife or fisheries biology, or a closely related natural science field for each year of the required experience to a maximum substitution of two years;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of eighteen months of full-time experience as a Natural Resources Technician 1 or 2 in a state park or recreation area shall be considered qualified.

NOTE:

All applicants for this class must be eligible for enrollment in the Iowa Law Enforcement Academy training program (Chapter 1, Law Enforcement Academy, Iowa Departmental Rules). Screening for the Academy training program includes:

- a) thorough background investigation and evaluation (including finger print searches) for substance abuse or arrest and conviction records that indicate an individual could not serve effectively as a peace officer;
- b) physical examination to determine that an individual is free from conditions which might adversely affect the performance of duties;
- c) vision exam requiring uncorrected vision of not less than 20/100 in both eyes, correctable to 20/20, and normal color vision;
- d) hearing exam showing normal hearing in both ears;
- e) battery of psychological exams to determine that an individual meets the minimum standards for mental fitness required for a law enforcement officer.

All applicants must be United States citizens and be or become residents of Iowa upon appointment. (Chapter 1, Law Enforcement Academy, Iowa Departmental Rules).

To comply with legislation enacted July 1, 1979, Chapter 107.13 of the Code of Iowa, "...any person appointed as a full-time officer shall be at least twenty-one years of age, but not more than sixty-five years of age, on the date of appointment.

NECESSARY SPECIAL REQUIREMENTS

All positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Certain designated positions require the employee to be certified water and wastewater system operators within a period of time as determined by the appointing authority at the time of hire.

Certain designated positions require the employee to be certified by the Iowa Department of Agriculture and Land Stewardship as a Pesticide Applicator within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 4/97 CH