

# **Tuscaloosa County Park and Recreation Authority Job Description**

**Job Title:** Park Ranger, part-time  
**Department:** Administrative  
**Reports To:** Park Ranger Supervisor  
**FLSA Status:** Non-Exempt  
**Job Level:** Part Time, Level 9 - \$8.83/Hour (Min) to \$10.60/Hour (Max)

## **SUMMARY**

Patrols the parks, activity centers, shelters and buildings; Check reservations; Performs general public relations by making contact with the public as they use the facilities, centers and parks; protect PARA property against fire, theft, vandalism and illegal entry by reporting violations/infractions to the proper authority. Provides for the safety and security of patrons while in the parks.

## **ESSENTIAL FUNCTIONS**

Periodically patrols buildings, activity centers and park grounds.

Examines doors, windows and gates to determine that they are secure.

Inform violators of rule infractions, such as traffic violations, possession of alcoholic beverages, unleashed animals, violation of park ordinances or carrying forbidden articles. Inform the appropriate authorities of people engaging in criminal acts.

Observes and reports irregularities such as fire hazards, leaking water pipes, lighting problems and security doors and gates left unlocked.

Monitors departing personnel and public to guard against theft of company property.

Notifies fire department in case of fire. Notify police department of any criminal activity or presence of unauthorized persons. Permits only authorized persons to enter property.

Completes a daily shift report, checks on each reservation to ensure that all parties are in the correct location and have a quality experience.

Documents property damage, unusual occurrence and malfunctioning of machinery or equipment, and forward to supervisor.

Performs safety inspections on a routine basis.

Regulates vehicle and pedestrian traffic at parks, activity centers and at special events.

Required to work a flexible schedule including nights, days, weekends and holidays.

Other duties as assigned.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or a minimum of three years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

## **COMPUTER SKILLS**

Ability to navigate the internet and work with various software programs such as Microsoft Word, Excel. Must be able to operate a computer utilizing basic computer and keyboard functions to create documents or other correspondence.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess or have the ability to possess a valid Alabama Driver License and have an excellent driving record. In addition, ranger will be required to hold a Commercial Driver's License (CDL-class B minimum). The CDL (class B minimum) must be obtained within the 90-day introductory period of employment. Certifications in CPR required within 90-day introductory period of employment. Certification in First Aid is preferred but not mandatory.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee frequently is required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

**PARA is proud to be a "Drug Free Work Place."**

All employees are subject to random drug screen.