

CLASS TITLE: PARK RANGER PROGRAM COORDINATOR

Class Code: 02180500
Pay Grade: 20A
EO: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of Parks and Recreation, to be responsible for the planning, coordination, and supervision of the RI Department of Environmental Management (DEM) Park Ranger Program; to advise and assist Regional Park Managers and other division supervisory personnel in overseeing the training, scheduling, assignment and work performance of seasonal Park Rangers engaged in all aspects of security, public safety, traffic control, and enforcement of park rules and regulations at the various state parks and beaches; to preserve and protect these resources and promote public safety; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom general and specific assignments and instructions are received, work is reviewed in process and upon completion for conformance to established policies, practices, procedures and instructions.

SUPERVISION EXERCISED: Supervises the work of subordinate seasonal Park Rangers and other seasonal employees and staff assigned to the various state parks and beaches.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, supervise and review the goals and objectives of the RI DEM Park Ranger Program on a division wide basis.

To screen, interview, and prepare recommendations on the hiring and placement of seasonal Park Rangers in accordance with departmental procedures.

To prepare, plan, organize, and implement all training for Park Rangers including training in first aid and C.P.R.

To work with division supervisory staff to develop schedules and assignments of seasonal Park Rangers and to review their work for conformance with instructions and established procedures and policies.

To counsel and advise Park Rangers of violations of regulations and policies and to initiate appropriate disciplinary action when necessary in accordance with departmental procedures.

To supervise subordinate Park Rangers and seasonal staff as necessary; and to also work as a Park Ranger when required.

To enforce DEM and park rules and regulations at the state parks and beaches as may be required.

To review and approve any citations, warnings, case reports, incident reports or other reports, incident reports or other reports prepared by Park Rangers or field staff.

To respond, investigate, and report on complaints, problems, or incidents on state park property as directed.

To keep records and make oral and written reports as may be required.

To conduct vehicle, equipment, uniform, and other field inspections as may be required.

As necessary, to respond on a 24 hour basis to emergencies at state parks and beaches and to provide any assistance necessary in that response.

As necessary, to assist in or supervise any shift of the 24 hour a day Park Ranger patrol operation.

To determine the efficiency and effectiveness of the Park Ranger Program and make recommendations for improvement.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of park rules, regulations, policies, and procedures and the ability to enforce and implement those rules, regulations, policies and procedures; the ability to supervise, coordinate and review the work of seasonal staff engaged in performing duties related to the enforcement of such rules, regulations, policies and procedures; the ability to effectively communicate with the public, subordinate staff and fellow employees; the ability to interview, screen, and make recommendations for the appointment and placement of candidates for seasonal Park Rangers positions; a working knowledge of training programs required for Park Rangers, including training in first aid and C.P.R., and the ability to develop, plan, organize, and implement those programs; the ability to respond, investigate, diffuse, and contain complaints, problems, accidents, injuries, and violations on state park property, and to take appropriate corrective action; the ability to write effective, clear, and concise reports; the ability to work independently and to exercise good judgement and decision making while handling problems or complaints (sometime in isolated areas); the ability to take, follow and implement orders from superiors; the ability to make recommendations for improvements; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from senior high school; and

Experience: Such as may have been gained through: employment in a responsible position involving the planning, coordination, and supervision of a program involved in providing visitor safety, protection and preservation of park resources, and the enforcement of rules, regulations, and policies in the parks and recreation field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Conditions for appointment: Must be physically qualified to perform assigned duties as evidenced by a physician's certificate. Must possess and maintain a proper Motor Vehicle Operator's License issued by the State of Rhode Island. Must be a licensed E.M.T. certified to train in the area of first aid and C.P.R.

Class Created: February 21, 1993

Editorial Review: 3/15/03