

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PARK OPERATIONS, LEAD**

Spec No. 8121

### **BASIC FUNCTION**

To serve as a lead worker over a crew of park employees, in a large geographic area (region), who are responsible for providing park security, public relations and maintenance services in the operations of multiple regions of park sites within the region. (Note: this class is distinguished from that of Park Operations Supervisor in that employees are working crew leads and perform many of the same duties as their subordinate employees).

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Serves as lead worker over a crew of staff and provides direct on site supervision to subordinate employees as required; reviews, monitors, prioritizes, schedules the work of assigned staff within a geographic region. Conducts weekly Senior Ranger meetings to share related information.
2. Maintains daily work records and employee time cards; prepares required written reports, with the ability to utilize the county computer network.
3. Responsible for performance coaching and reviews with subordinates; provides input to management for performance reviews. Participates in first-line discipline for infractions of safety rules, policies, and work rules, including documented verbal reprimands.
4. Develops and submits annual budget request for assigned region(s); obtain input from Senior Rangers. Maintains budget records, ensures collection and accounting for revenues received.
5. Develops, communicates, implements and monitors standards, procedures, quality control/safety measures and work product for assigned staff; Oversees and tracks inventory and storage of regional equipment and central supplies.
6. Investigates complaints and requests for building and grounds maintenance work from staff and the general public as needed; conducts site inspections and determines the extent of the need for maintenance and repair work.
7. Review reports submitted by staff; indicate improvements as necessary.
8. May perform all the duties of Senior Rangers and other subordinate employees.
9. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Three (3) years of experience as a Senior Park Ranger; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PARK OPERATIONS, LEAD**

Spec No. 8121

### **PREFERRED QUALIFICATIONS**

Previous experience in developing and/or implementing quality control programs and/or processes is preferred.

### **SPECIAL REQUIREMENTS**

Employees are required to have and maintain a Deputy Sheriff's Special commission and may be subject to a thorough background investigation.

A valid State of Washington Driver's License is required for employment.

Possession of, or the ability to obtain, a valid First Aid Card is required.

Candidates for employment may be required to pass a pre-employment physical examination prior to being hired.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- park rules and regulations
- principles of law enforcement practices and procedures
- departmental policies, procedures and standards
- first-aid practices and procedures
- standard safety rules and regulations
- the potential hazards associated with the work and safety rules and regulations
- principles and practices of supervision
- principles and practices of team leadership; standards, procedures and on-the-job training methods
- the principles and practices of computer operation and applications
- geography of the county

Ability to:

- development of standards, procedures and on-the-job training methods
- orient and train new employees
- ensure that work plan and other assignments are completed according to schedule and standards
- assesses the work of assigned staff, identify performance and behavior issues and work with management to develop resolutions
- effectively enforce state and county laws as it pertains to Snohomish County Parks
- think and act quickly in emergency situations
- know when to act independently and when to refer matters to higher administrative staff
- identify park hazards and deficiencies and take appropriate corrective action

# SNOHOMISH COUNTY JOB DESCRIPTION

## PARK OPERATIONS, LEAD

Spec No. 8121

### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- deal with the general public in a tactful and courteous manner
- communicate effectively, both oral and written with groups and individuals from diverse backgrounds
- develop and maintain effective work relationships with peers, assigned staff, management, community and other work groups
- maintain and complete accurate records of daily activities and prepare required reports
- accurately manage a budget and provide detailed reports in a timely manner
- understand the potential hazards associated with the work and safety rules and regulations

### SUPERVISION

The employee receives general direction from Park Operations Supervisor and/or management staff as assigned. The employee performs the work with considerable independence. The work is reviewed through status reports, staff meetings and site inspections. The employee is responsible for the direct, day-to-day supervision of one or more work crews in the regions.

### WORKING CONDITIONS

The work is performed outdoors in all types of weather conditions. Employees are on-call during off-duty hours. Employees are required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 2013  
EEO Code: 8 – Service and Maintenance Workers  
Pay Grade: 239 Classified Pay Plan  
Workers Comp: 1501 Hazardous