

SNOHOMISH COUNTY JOB DESCRIPTION

PARK RANGER SENIOR

Spec No. 8037

BASIC FUNCTION

To oversee, manage and supervise the work of assigned staff engaged in providing park security, public relations and maintenance services in the operations of a region of park sites.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Establishes, plans and schedules the priorities and work projects of Park Rangers, Park Ranger Assistants, Caretakers, volunteer groups, youth programs and temporary seasonal and part-time help; monitors and evaluates the work of assigned staff; recommends various personnel actions to Ranger Supervisor including hiring, termination and discipline of assigned staff; coordinates work projects with the maintenance division and other agencies as necessary.
2. Ensures Parks Department policies, regulations and applicable laws and ordinances within park boundaries are enforced and/or implemented; may issue citations to violators as required.
3. Ensures park sites are regularly inspected and reports are submitted for assigned region; assists assigned staff in solving problems as necessary; resolves conflicts with/or between park users, staff or the general public. .
4. Prepares annual budget request for assigned region; maintains budget records; ensures collection and accounting for revenues received; maintains adequate records and makes deposits as required.
5. Coordinates the ordering and/or requisitioning of equipment, supplies and materials.
6. Participates in the design, repair and construction of park facilities and grounds; may operate construction and maintenance equipment, including tractors, power mowers, trucks and chain saws; may serve as on-site compliance officer for construction projects.
7. Oversees activities of concessionaires to ensure compliance with concession agreements, park rules and regulations.
8. Establishes and maintains cooperative relations with the public, other agencies, contractors and staff; organizes conducts, develops and participates in providing the public information and park education and awareness programs; receives and adjusts complaints, writes letters.
9. Assists in the gathering of information concerning park usage and trends; maintains necessary records and prepares required reports.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Renders first aid or other emergency assistance as necessary.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience as a Park Ranger OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

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

Possession of or ability to obtain a valid First Aid Card within ninety (90) days of employment 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
- departmental policies, procedures and standards
- first aid practices and procedures
- standard safety rules and regulations

Ability to:

- plan, schedule, assign and supervise the work of assigned employees
- train assigned employees
- effectively enforce park rules and regulations
- think and act quickly in emergency situation
- identify park hazards and deficiencies and take appropriate corrective action

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KNOWLEDGE AND ABILITIES (Continued)

- deal with the general public in a tactful and courteous manner
- maintain complete and accurate records of daily activities, and prepare required reports
- understand and follow oral and written instruction
- work with minimal supervision

PHYSICAL EFFORT

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing in excess of fifty (50) pounds.

SUPERVISION

Employee receives general direction from the Park Operations Supervisor. The employee performs the work with considerable independence. The work is reviewed through periodic meeting and status reports and by evaluation of results obtained.

WORKING CONDITIONS

Work is performed outdoors in all types of weather conditions. Employees may be required to live on-site in housing provided by the county and 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: June 1977
Previous Spec No. 931962
Revised: September 1988, February 2007
EEO Category: 8 – Protective Service Workers
Pay Grade: 236 - Classified Pay Plan
Workers Comp: 6905 Law Enforcement