



# Midpeninsula Regional Open Space District

## SEASONAL RANGER AIDE

### **DEFINITION**

Under specific supervision, performs a variety of customer service related duties informing the public about District land use regulations and applicable laws to ensure safe and efficient access for the public and staff; may assist with medical emergencies; performs a variety of work in the, modification, maintenance, restoration, and repair of District lands and facilities; responds to requests and inquiries from the public and provides visitor information as necessary; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from a Supervising Ranger and other District staff. Exercises no direct supervision over staff. May provide technical and functional direction to assigned volunteers.

### **CLASS CHARACTERISTICS**

This class performs a specified range of duties required to ensure that the District's properties and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include providing information to the public, providing a presence in assigned areas during peak visitation, performing a variety of maintenance tasks of assigned properties and facilities, assisting with public outreach and education, and performing field data collection work.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides a presence in an assigned area by vehicle, UTV, or foot to ensure safe and proper use of District lands and facilities.
- Provides public relations and interpretive services, including providing information, directions, and assistance to the public in a variety of situations; taking reports and assisting the public with complaints or unusual situations; explaining District and preserve history, programs, and projects; and making presentations and providing tours of lands and facilities as requested.
- Informs public about District regulations.
- Performs a variety of, maintenance, restoration, and repair activities of District properties and related facilities to ensure safe and efficient access for the public and staff. Stocks trail maps and restrooms as needed, cleans restrooms when needed and picks up litter around parking areas.
- Performs minor trail and road maintenance duties, including trail brushing, clearing downed trees, erosion control, and tread restoration.
- May provide assistance to other staff that are handling medical incidents, search and rescue, and other emergency calls; provides basic first aid.
- Communicates utilizing multi-frequency radio; obtains and transmits information in the field to other staff, dispatchers, and agencies.
- Collects field and operational data that informs land management actions.
- Operates and maintains a variety of vehicles, tools, and equipment such as, 4x4 trucks, power saws, drills, brush cutters, mowers, all-terrain vehicles, and various tools required for duties performed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Assists with oversight of volunteers, and/or other groups on assigned projects; inspects work to ensure quality control, proper use of equipment, and safety of participants.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.

- Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques for engaging with individuals of various ages, various socio- economic and ethnic groups, and effectively representing the District in contacts with the public.
- Basic maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.
- Basic principles and practices of resource management, including weed management and habitat restoration.
- Methods and techniques of basic First Aid and Cardiopulmonary Resuscitation (CPR).
- The operation and minor maintenance of a variety of hand and power tools and light equipment.
- Operating a motor vehicle in a safe manner.
- Occupational hazards and safety equipment and practices related to the work.
- Local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration.
- Applicable local regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, computer equipment, and basic computer applications.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Interpret and explain complex District, local, State, codes and regulations.
- Perform a variety of minor construction, modification, maintenance, and repair work.
- Assist with medical emergencies and injuries in a calm and effective manner, including providing first aid and CPR.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work; perform routine equipment maintenance.
- Read, interpret, and apply technical information from maps, manuals, specifications, and layouts.
- Learn District lands and boundaries.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Maintain accurate logs, records, and written reports of work performed.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from high school. Six months experience working in a customer service-related field. Some experience or training in public contact in a parks setting is desirable.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Possession of a valid basic first aid certificate.
- Possession of a valid Professional Cardiopulmonary Resuscitation (CPR) certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to respond to emergency situations, to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, , to use hand and power tools, and construction equipment, and to operate a motor vehicle and visit various District sites; vision to assess situations, , and to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights, with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. Employees may be exposed to blood and body fluids when rendering First Aid and CPR. May involve exposure to wild, and/or dangerous animals. Employees may interact with upset staff and/or public and private representatives in interpreting Federal, State, local, and District laws, codes, regulations, policies, and procedures.

**WORKING CONDITIONS**

Must be willing to work weekends, nights, holidays, or extended shifts or be called back in emergency situations and work with exposure to difficult circumstances., Must wear prescribed District uniform and adhere to strict safety procedures and work habits. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment.

EFFECTIVE: July 2015  
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FLSA: Non-Exempt