



Midpeninsula Regional Open Space District

SUPERVISING RANGER

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of staff responsible for the patrol of District land and enforcement of District regulations and applicable laws to ensure safe and efficient access for the public and staff; serves as Peace Officer under California Penal Code; administers, monitors, and provides technical assistance to the Area Superintendent; performs a variety of technical tasks relative to assigned area; coordinates assigned activities with other programs, outside agencies, and the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Area Superintendent. Exercises general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class responsible for planning, organizing, supervising, reviewing, and evaluating the work of ranger staff. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of assigned area. Incumbents are expected to independently perform the full range of patrol and enforcement duties as assigned as well as skill in coordinating work with that of other District departments and public agencies. This class is distinguished from the Area Superintendent in that the latter has management responsibility for all maintenance, construction, resource management, and enforcement operations of an assigned Area.

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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff performing patrol and enforcement work to ensure safe and efficient access for the public and staff; responsible for District-wide patrol and enforcement staff and operations when only supervisor on duty.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned area.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; assists in internal affairs investigations.
- Conducts the Field Training Program for newly hired rangers; develops and revises training manual sections as needed.
- Supervises the use of and operation of tools, equipment, and vehicles; trains staff in work and safety procedures; implements procedures and standards.
- Monitors operations and activities of assigned work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Participates in the annual budget preparation; prepares detailed cost estimates; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for assigned projects.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Supervises and patrols an assigned area by vehicle, bicycle, or foot to ensure safe and proper use of District lands and facilities, monitors boundaries for encroachments, observes conditions, reports and investigates suspicious criminal activity or hazardous conditions, and deters crime by maintaining a highly visible presence.
- Enforces District regulations and pertinent local, State, and Federal regulations as approved; issues verbal warnings and/or citations as necessary; makes arrests in accordance with District policy; secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs investigations and/or cooperates with other law enforcement agencies providing investigative and case development support; prepares court cases and testifies in court as required.
- Provides public relations and interpretive services, including meeting with neighborhood groups or concerned citizens; 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.
- Supervises and performs construction, restoration, and maintenance duties such as trail and road maintenance and construction, carpentry and painting tasks, and general custodial duties.
- Supervises and performs resource management tasks, including identifying, removing, and spraying non-native invasive plants, pest control, identifying habitat concerns, and participating in data collection projects as assigned; provides information to resource management staff as needed.
- Supervises, coordinates, and responds to emergency medical incidents, search and rescue, and other emergency calls; notifies appropriate medical, law enforcement, and/or fire response agencies; assumes incident command; assesses and secures accident scenes; provides traffic and crowd control; provides first responder emergency medical attention.
- Supervises, coordinates, and responds to wildland and other fires and performs fire suppression duties; participates in fire control and safety projects including identifying and removing potential fire hazards and participating in controlled burns; drives brush patrols and operates specialized firefighting equipment and tools.
- Provides mutual aid to other public safety agencies as dispatched and in accordance with District policy.
- Communicates utilizing multi-frequency radio; obtains and transmits information in the field to other staff, dispatchers, and agencies.
- Operates and maintains a variety of vehicles, tools, and equipment such as, emergency patrol vehicles, batons, pepper spray, handcuffs, power saws, drills, brush cutters, mowing tractors, all terrain vehicles, and various tools required for enforcement, patrol, construction, and maintenance duties performed.
- Coordinates assigned services, projects, and activities with other field supervisors, departments, and outside agencies.
- Provides staff assistance to the Area Superintendent; prepares and presents regulatory and staff reports and other written materials.
- Supervises the preparation and maintenance of work logs, reports, records, and files; ensures the proper documentation of operations and activities.
- Attends meetings, conferences, workshops, and training sessions; stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, and procedures of park law enforcement, emergency medical response, fire suppression and prevention, and search and rescue.
- 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 Emergency Response First Aid and Professional Rescuer 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 under patrol and emergency conditions.
- Occupational hazards and safety equipment and practices related to the work, including the safe and proper use of pepper spray or other chemical agents, handcuffs, batons, and other impact weapons according to peace officer safety standards.
- Local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration and District lands and boundaries.
- Applicable District, local, State, and Federal laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget program development, administration, and accountability.
- 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 effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned patrol and enforcement activities.
- Interpret, apply, explain, and enforce complex District, local, State, and Federal codes, regulations, policies, and procedures.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution.
- Perform various emergency medical aid, fire suppression, search and rescue, and other emergency response and prevention activities.
- Handle medical emergencies and injuries in a calm and effective manner, including providing first aid and CPR.
- Perform maintenance, construction, and resource management duties.
- Safely and effectively use and operate emergency rescue equipment, patrol vehicles, and other tools and equipment required for the work; perform routine equipment maintenance.

- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files and record keeping systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, 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 an Associate's degree from an accredited college or university with major coursework in law enforcement, resource management, natural sciences, or a related field and five (5) years of experience in the protection, operation, or maintenance of a park, forest, public recreation area, or the equivalent. Experience or training in wildland firefighting and law enforcement is desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, a District approved Law Enforcement Training certification.
- Possession of a valid California Penal Code 832 certificate, for appointment as a peace officer.
- Possession of a valid Advanced First Aid certificate or equivalent certification.
- Possession of a valid Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
- Possession of, or ability to obtain, the level of certification in the Incident Command System courses as specified under the National Incident Management System (NIMS).
- Possession of, or ability to obtain, a District approved Fire Suppression Training certification.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to respond to emergency situations and apprehend suspects, to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied emergency rescue equipment, hand and power tools, and construction equipment, and to operate a motor vehicle and visit various District sites; vision to assess emergency situations, including medical incidents, 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 access crime scenes and 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 and enforcing 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, including exposure to dangerous situations and violent individuals. 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: December 2011
REVISED: N/A
FLSA: Non-Exempt