

TOWN OF MILFORD - JOB DESCRIPTION

Park Ranger –

JOB TITLE:	Full-time/Part-time/Seasonal	Grade Level:	6
CLASSIFICATION:	Non-Exempt		

<u>Job Description:</u>	The Park Ranger is to serve as a positive presence and a deterrence to misbehavior in the park and, together with the Pool Director, assures that the safety and well-being of park users is properly maintained at all times. As an agent of the Town of Milford, the Park Ranger is vested with the authority to order a person (or persons) to leave (or not to enter) Town of Milford property in order to follow Federal or State laws, or Town of Milford ordinances, rules and regulations in accordance with NH RSA 635:2.
<u>Accountability:</u>	Works under the supervision of, and is accountable to, the Recreation Director.
<u>Equipment Used:</u>	Panic alarm, cell phone, telephone, automobile, bicycle, whistle, computer, etc.
<u>Environment:</u>	Inside: <u> 0 </u> % Outside: <u> 100 </u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> 1. Is responsible for park security and interaction with the public, staff and organizations using the park. 2. Is responsible for education and enforcement of park/facility rules. 3. Is responsible for checking skate park users for possession of valid tags and required equipment, if applicable 4. Is responsible for the safety and security of the park facilities. 5. Is responsible for maintaining order in the park and fostering an atmosphere of cooperative fun and respect among park users. 6. Assists in the planning and conducting of special events at the park. 7. Works cooperatively with Pool Manager to maintain safety and well-being of park users and staff. 8. Is responsible for assuring that the park facilities and equipment are maintained in a neat, clean and orderly condition at all times, and that any and all equipment issued is maintained in working condition at all times. 9. Any other duties as assigned that would be pertinent and applicable to this position. 10. Performs other related duties as required.
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Physical Activity Requirements: Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Frequently
LIFT 26 to 50 lbs.:	Occasionally
LIFT over 50 lbs.:	Occasionally
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Frequently
CARRY 26 to 50 lbs.:	Occasionally
CARRY over 50 lbs.:	Occasionally
REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently

OTHER PHYSICAL CONSIDERATIONS

Twisting	Frequently
Bending:	Frequently
Crawling:	Occasionally
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Occasionally
Climbing:	Occasionally
Balancing:	Frequently

WORK SURFACE(S)

All indoor and outdoor surfaces including grass, sand, cement, asphalt, tile, wood, pool surfaces, etc.

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently
Torquing:	Frequently
Fingering:	Frequently
Controls and Equipment:	Frequently

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours								Total Hours							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Sit	1-2								1-2							
Stand	2-3								3-4							
Walk	3-4								4-5							

Controls & Equipment

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others. Communicating with park patrons, vendors and supervisors, etc. Must be able to read, write and speak fluent English.
Hearing:	Necessary for receiving and/or giving information and instructions to staff and patrons.
Sight:	Necessary to perform job effectively to observe potential safety issues.
Tasting & Smelling:	Tasting is not required. Smell is required in order to detect fire, smoking, alcohol, etc.

Specific Vocational Preparation Requirement(s):

Short demonstration only	Any "beyond short" demonstration up to and including 30 days.		30-90 days
91-180 days	181 days to 1 year	X	1 to 2 years
2 to 4 years	4 to 10 years		Over 10 years

Required:

- Successful completion of a criminal records check.
- Camp, recreational, and education experience preferred.
- Must be in good physical condition to perform responsibilities
- Must be alert and possess commonsense to deal with situations as encountered.
- Must be able to work with all ages of the general public.
- Knowledge of computer beneficial.

Experience

Supervisory experience:	n/a
Licensure/Certification Requirements:	<ul style="list-style-type: none"> • Must be 21 years of age and possess First Aid & CPR certifications, AED. • Recreation and law enforcement education experience desired.
Other Training, and/or related Skills	n/a

Summary of Occupational Exposures:

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Other Considerations and Requirements:

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<ul style="list-style-type: none"> • Must be dependable. • Ability to work evenings and weekends if necessary. • The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. • This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. 	

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	2/4/16
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