



Conejo Recreation & Park District

HILLCREST CENTER 403 WEST HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA 91360-4223
PH: (805) 495-6471 FAX: (805) 497-3199 www.crpdp.org

EMPLOYMENT OPPORTUNITY

PARK RANGER I/II

Open/Promotional

Salary Range (5 steps):

Park Ranger I: \$29.15-\$35.43 / hour; \$5,052 - \$6,141 / month

Park Ranger II: \$33.14 - \$40.28 / hour; \$5,744 - \$6,982 / month

Final Filling date: Sunday, May 19, 2024, 5:00 p.m.

Apply online: www.crpdp.org/hr (follow link to CalOpps)

PARK RANGER I

Summary

Under general supervision, performs skilled and unskilled maintenance duties and patrol; encourages the safe and effective promotion, protection and utilization of park resources and open-space preserves; and performs other related duties as assigned.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Patrols park areas to promote an orderly and congenial atmosphere among park visitors; issues warnings and citations for non-compliance of local park regulations and, if needed, utilizes law enforcement agencies to achieve compliance.
- Constructs, maintains and repairs trails, bridges and buildings using hand and power tools or mechanized equipment.
- Interprets and explains park policies, rules and regulations to the public; answers inquiries and complaints concerning park conditions, operations and maintenance.
- Conducts interpretive programs and outdoor activities; describes the natural features of the open- space area to visitors.
- Maintains stream crossings, hiking, biking and equestrian trails utilizing tractors and specialized trail-building equipment.
- Participates in custodial, carpentry, plumbing, maintenance and cleanup of park and open-space structures and grounds.
- Plans, develops, coordinates and executes work programs and resource management projects.
- Assists in maintaining park water distribution and irrigation systems.
- Maintains park areas to reduce fire hazards and performs fire fuel-reduction activities, as necessary.

Other Duties and Responsibilities

- Administers emergency first aid to sick or injured park visitors.
- May be required to drive District or personal vehicle.
- May operate heavy motorized equipment.
- Participates during disaster or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience: A typical way to obtain the knowledge and abilities would be: an Associate of Science degree with work in natural resources or a closely related field, and one year of experience in trail care, protection of flora and fauna, public facilities care, law enforcement and interpretation; or an equivalent combination of education and experience.

Language Ability: Ability to read, analyze and interpret common professional and technical journals and legal documents. Ability to respond to common inquiries or complaints from visitors. Ability to write routine reports and present information to the public.

Math Ability: Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as percentages, area, circumferences and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of technical instructions and deal with abstract and concrete variables.

Certificates and Licenses:

- First Aid/CPR/AED certification required within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Possession of, or ability to obtain, certification as a limited peace officer of the State of California (P.C.832).
- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities: This position has no significant supervisory responsibilities. May provide supervision to contractors, temporary, and volunteer staff

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or air-borne particles. The employee is occasionally exposed to wet or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the environment is moderate to loud.

Physical Demands: The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk over rough terrain; and talk or hear. The employee is frequently required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl. The employee is occasionally required to sit; climb or balance; taste or smell; and to lift 50 to 100 pounds.

PARK RANGER II

Summary

Under general supervision, performs skilled maintenance, patrol and professional/technical park operation duties; encourages the safe and effective promotion, protection and utilization of park resources and open-space preserves; and performs other related duties as assigned.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Park Ranger I / II continued . . .

- Patrols park areas to promote an orderly and congenial atmosphere among park visitors; issues warnings and citations under appropriate ordinances for non-compliance of local park regulations and, if needed, utilizes law enforcement agencies to achieve compliance.
- Constructs, maintains and repairs trails, bridges and buildings using hand and power tools or mechanized equipment.
- Interprets and explains park policies, rules and regulations to the public; answers inquiries and complaints concerning park conditions, operations and maintenance.
- Conducts interpretive programs and outdoor activities; describes the natural features of the open-space area to visitors.
- Maintains stream crossings, hiking, biking and equestrian trails utilizing tractors and specialized trail-building equipment.
- Participates in custodial, carpentry, plumbing, maintenance and cleanup of park and open-space structures and grounds.
- Plans, develops, coordinates and executes work programs and resource management projects.
- Assists in maintaining park water distribution and irrigation systems.
- Maintains park areas to reduce fire hazards and performs fire fuel-reduction activities, as necessary.

Other Duties and Responsibilities

- Administers emergency first aid to sick or injured park visitors.
- May be required to drive District or personal vehicle.
- May operate heavy motorized equipment.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education/Experience: A typical way to obtain the knowledge and abilities would be: an Associate of Science degree with major work in natural resources or a closely related field; and three years of experience in the operations, maintenance, development or protection of park areas; or an equivalent combination of education and experience. Knowledge of open-space habitat, geology, native plants, natural and cultural history, safety regulations, park ordinances, and visitor management techniques.

Language Ability: Ability to read, analyze and interpret common professional and technical journals and legal documents. Ability to respond to common inquiries or complaints from visitors or regulatory agencies. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to present information to management and the public.

Math Ability: Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as percentages, area, circumferences and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of technical instructions and deal with abstract and concrete variables.

Certificates and Licenses:

- First Aid/CPR/AED certification required within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Possession of, or ability to obtain, certification as a limited peace officer of the State of California (P.C.832).
- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities: This position may coordinate and supervise the work activities of weed abatement crews, work furlough crews or volunteers, to include providing training in methods and inspecting their work.

Park Ranger I / II continued . . .

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or air-borne particles. The employee is occasionally exposed to wet or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the environment is moderate to loud.

Physical Demands: The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk over rough terrain; and talk or hear. The employee is frequently required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl. The employee is occasionally required to sit; climb or balance; taste or smell; and to lift 50 to 100 pounds.

Selection Process

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes are encouraged and must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview. All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

This position is subject to a pre-employment physical.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.