



## Freeport Park District Job Description

**Job Title:** Park District Ranger  
**Department:** Administrative  
**Reports To:** Park Police Coordinator  
**FLSA Status:** Non-Exempt

**SUMMARY:** Under general supervision, monitors park usage and performs a variety of duties associated with the public's use of park property, facilities and open space. Responsible for the enforcement of the District's General Use Regulations for the safety, well-being and common good of park assets, patrons and employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides security through visibility and effective patrol of park district property and facilities.
- Becomes familiar and interacts with front line park district staff and be responsive to them.
- Observe activities of park patrons relative to the safe, proper use of facilities.
- Is familiar with park district properties and locations and potential problem areas.
- Respond accordingly to requests for assistance from park patrons and employees.
- Identify instances of improper use, intervene and educate accordingly.
- Enforce Park District ordinances and General Use Regulations as necessary through issuance of citations on non-arrestable violations.
- Conducts foot and vehicle patrol of parks.
- Assess the need for Police assistance relative to confrontational situations with patrons.
- Communicate with Freeport Police in response to situations requiring certified law enforcement.
- Collect and deposit daily receipts from revenue centers.
- Act as courier for park board communications to member residences.
- Inspects, closes and secures rental facilities, restrooms and special areas of concern.
- Assist with traffic direction during special events.
- Acts as a public information resource.
- Document injuries that may occur in the park.
- Prepares clear, accurate written reports and activity logs.
- Maintains records of park activities.
- Appears and testifies in court.
- Administers first aid, including CPR.
- Responds to requests for ambulance, fire service and assists as needed.
- 15-20% of time will be spent assisting with Risk Management.
- Other duties as assigned.

**QUALIFICATIONS**

- Successful completion of High School course work or GED.

***LANGUAGE SKILLS:***

Ability to read and apply local ordinances and regulations. Ability to write reports and speak clearly.

***MATHEMATICAL SKILLS:***

Ability to calculate figures/amounts, such as area, distance, circumference and volume.

***REASONING:***

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

***CERTIFICATES, LICENSES, REGISTRATIONS:***

Valid Illinois Driver's License, CPR, First Aid, AED certification.

***PHYSICAL DEMANDS:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally, required to stand, walk up to 3 miles per day, run, sit, kneel, stoop, bend, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, climb or balance, crouch or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

***WORK ENVIRONMENT:***

The work environment characteristics described here a representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Weather conditions and all extreme weather conditions. Lighting conditions and all extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors. Fire, smoke, chemical leaks/spills; in close proximity as necessary to provide emergency services.

**PERSONAL DANGER:**

Including but not limited to confrontational persons, dangerous animals, person and/or articles with contagious/communicable diseases, hazards associated with traffic control and working in and around traffic, hazards associated with natural and man-made disasters.

**ESSENTIAL FUNCTIONS:**

Provides security to patrons. Preserve facilities and natural resources by enforcement of District Rules and Regulations. Educates general public concerning preservation of land, safety, local laws, District facilities, and rules and regulations. Provides surveillance (by vehicle, foot, bike or boat), law enforcement support, fire detection, and suppression. Knows and uses the power of citations, but constantly strives for a voluntary compliance with ordinances and General Use Regulation through education. Responsible for crowd and traffic control at District special events. Provides emergency assistance and assists in maintaining order. Responsible for completion of reports; for use and care of equipment including vehicles and for initial investigation and follow-up of judiciary process involved in citation writing. Posts district property and reports areas in need of repair or maintenance within assigned area of responsibility. Ensures cleanliness of facilities used by the public during operational hours when no maintenance personnel are present. Drives a motorized vehicle to travel to different locations. Performs heavy lifting tasks up to 50 pounds.

**EXPERIENCE:**

Qualified candidates must have completed high school or GED and either possess or obtain standard first aid, CPR and AED training within six months. The ideal candidate shall be at least 21 years old with good moral character. Must possess the ability to understand the role of Park Ranger in the management of park and recreational areas. Must possess a valid motor vehicle driver's license. Any offer of employment will be based on successful completion of a criminal background check and drug screen. The Freeport Park District is a drug free workplace.

Reviewed by: 

Date: 2 {? [-ZZ:.

