JOHNSON COUNTY
JOB DESCRIPTION

Park Ranger I

DEFINITION AND DUTIES:
Under general supervision of the Park Ranger II, serves as a Peace Officer under the provisions of Chapter 350 of the Code of Iowa. Provide law enforcement and other on-site services for the overall management of Kent Park and other areas in the county that are managed by the Johnson County Conservation Board (JCCB). Perform routine and special patrol duties, including the enforcement of laws, rules and regulations; maintain good public relations; and provide directions and information.

Knowledge of:
◊ Principles and practices of park management and related subjects
◊ Procedures and objectives of fish and game enforcement and management programs
◊ Johnson County Conservation Board rules and regulations, State park laws, Iowa traffic laws, Iowa fish and game laws, and all other State laws that apply to public areas
◊ Native trees, shrubs, flowers, birds and other wildlife common to Johnson County
◊ Geology, soils, astronomy and other natural sciences
◊ Standard investigative and interviewing techniques
◊ English language to include grammar, spelling, sentence structure, and vocabulary skills

Ability to:
◊ Enforce laws and regulations while maintaining effective public relations
◊ Represent Johnson County and perform duties in a professional, responsible and trustworthy manner
◊ Maintain effective working relationships with co-workers, supervisors, other departments, agencies (including the State Fish and Game Officers, State Fisheries and Wildlife Biologists, State Highway Patrol and County Sheriff's Office, and County Clerk of Court's Office), and members of the public
◊ Communicate effectively, verbally and in writing, to individuals and groups both in formal and informal situations
◊ Interact effectively with persons representing widely divergent backgrounds, interests, ages, and points of view
◊ Work with minimal supervision
◊ Organize and prioritize multiple responsibilities
◊ Understand and follow oral and written instructions
◊ Perform moderate manual labor for extended periods of time
◊ Work outdoors on all types of terrain and all types of weather
◊ Operate automotive and law enforcement equipment including pickup patrol unit, police radios, hand-held radios, and emergency equipment
◊ Operate maintenance equipment such as mowers, trimmers, and chainsaws
◊ Operate common office equipment such as scanners, calculators, fax machines, photocopiers, multi-line telephones
◊ Use a computer for the purposes of data entry, word processing, email and the Internet
Plan, assign, and assist in the supervision of seasonal employees

- Handle moderate levels of stress, meet deadlines and solve problems appropriate to the position
- Have clarity of speech, hearing, and writing which permits effective communication
- Stand, sit, climb, balance, stoop, kneel, squat, bend, twist, reach, and crawl
- Occasionally lift, carry, push, and/or pull up to 75-100 pounds
- Have sufficient vision which permits long periods of keen observation and adequate performance of duties
- Have sufficient manual dexterity to operate equipment and hand tools with moderate to heavy use and make handwritten notations
- Have sufficient personal mobility to complete field work at various county facilities and worksites
- Fulfill duty call at all times and work a five-day irregular work week including every weekend and holidays between April 15 and October 15 and minimum of half the weekends from October 16 through April 14, including on-call duties as needed or assigned.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Associate’s degree in a natural resource related field with two (2) years related work experience OR an equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Bachelor’s degree preferred.

**Special requirements:**

Must pass background check. Valid driver’s license and insurable under County liability coverage. Within 12 months of hire, completion of Iowa Law Enforcement Academy (ILEA) basic certification. Within 6 months of hire, obtain Commercial Applicator License (herbicide and pesticide) with Iowa Department of Ag & Land Stewardship (IDALS), complete Hunter Education Instructor Certification and S-130/190 Firefighter Certification and obtain a Class A CDL. Become CPR and First Aid certified within one month of hire.

**SPECIFIC DUTIES:** *to be performed satisfactorily with or without reasonable accommodation*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Enforce the laws and regulations pertaining to the operation of the areas and issue citations and warnings to violators. Perform scheduled and non-scheduled patrol days in uniform.
- Collect user fees, distribute maps and brochures.
- Meet, understand, and assist the general public.
- Answer questions and provide visitor assistance relating to JCCB, facilities, flora, fauna and other natural resources of the areas.
- Present public programs on flora, fauna and other natural resources of JCCB Areas to various age groups.
- Provide for the safety of the area visitor and administer first aid in case of injury.
- Investigate acts of vandalism and theft of public property.
- Keep informed on matters relating to the Conservation Board’s policy and Director’s administrative directives.
- Provide back-up in the absence of the Park Ranger II.
Complete daily, monthly and annual reports as assigned.
Perform all work duties and activities in accordance with County policies, procedures, and safety practices.
Perform maintenance in the areas as assigned.
Open and close JCCB areas.
Assist with special projects such as newsletters, prescribed burns, and helping field staff.
Attend meetings and training sessions, representing the Conservation Board as requested.
Attend work regularly at the designated place and time.

FLSA Status: Non-exempt
Pay Grade: 15 (14 prior to ILEA)
Date Established: February 1998
Date Revised: November 11, 2018

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee’s Signature ___________________ Date _______ Department Head _______________ Date ________

The County of Johnson is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.