



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
CHIEF RANGER
(PARKS DIVISION)

PARKS, RECREATION AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the oversight and management of day-to-day operational services in City parks, recreation, and watershed properties. Position is responsible for all parks in Newport News. Reports to the Park Operations Superintendent.

ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision and administration of the Park Rangers, other staff, and volunteers involved in the protection and safety of visitors or resources as well as the operational services provided in City parks, recreation, and watershed properties including staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Identifies problems, hazards, and concerns related to visitor usage of park facilities; takes action to address and resolve. Protects the integrity of City resources and property; enforces laws and regulations on City properties; serves as on-site commander during field emergencies. Reviews and evaluates public incident/accident reports; identifies trends and develops strategies to solve issues.

Manages or oversees delegated park projects, wildlife resource management projects, and interpretive programs; researches, prepares, maintains, and presents detailed reports and records; researches and documents equipment, personnel, and other operational needs. Ensures the availability of equipment, materials, and labor for visitor protection and overall district operations; manages budgeted resources to effectively carry out goals and objectives in a cost effective manner.

Researches and recommends job standards; ensures staff progress toward and achievement of training goals and required certifications; inspects Ranger equipment, uniforms, vehicles, and equipment; takes action to ensure conformance to division and department standards.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Equipment Operation - Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Park Management - Thorough knowledge of fish and game management, wildlife management, wildlife rehabilitation, natural resource interpretation and conservation, Civil War interpretation, park operations and administration, facility maintenance, planning, and design, natural history and interpretation, educational program development, concession management, park visitor management and facility design, forestry.
- Park Operations - Comprehensive knowledge of park facility operation and maintenance to include visitor management principles and techniques as applied to parks and outdoor recreational settings as well as professional recreational philosophies, principles, and practices.
- Safety/Security - Knowledge of safety rules and precautions relative to park operations, visitor safety, and recreational equipment usage, and basic first aid. Knowledge of law enforcement policies, procedures and practices as they related to park operations to include park law enforcement, constitutional law, firearms, and firearm safety.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Critical Thinking - Uses logic and reasoning to understand, analyze, and evaluate complex situation and researches information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and the public. Deals tactfully, courteously, and respectfully with the public, particularly under stressful and emotional circumstances.
- Investigation and Analysis - Utilizes investigative techniques and analysis to follow law enforcement policies, procedures, and practices as related to park patrol, constitutional rights and laws, firearms and firearm safety, Virginia and federal fish and game regulations, and court systems and testimony.

REQUIRED ABILITIES

- Communication -Excellent ability to listen and understand directions, information and ideas presented through spoken word or writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Financial Management - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires Bachelor's Degree in Recreation, Park Administration, Forestry, Wildlife Management, Environmental Science, Civil War History or a related field and 5 - 7 years of responsible experience as a Park Ranger with the Newport News Park System, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

This position requires pre-employment medical examination.

Must meet all requirements for law enforcement officer in the Commonwealth of Virginia. Must successfully complete a certified Basic Law Enforcement Academy and associated field training. Must be at least 21 years of age by date of employment.

Certification in Cardio-Pulmonary Resuscitation (CPR), as an Emergency Medical Technician (EMT), and in search and rescue training as a Field Team Member (FTM) as well as designation as Conservator of the Peace is required.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENT

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, smoke, temperature and noise extremes, hazardous materials, fire, machinery, vibrations, traffic hazard, toxic agents, animal/wildlife attacks, firearms, water hazards, violence, disease, or rude/irate customers.