



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**PARK RANGER, SENIOR**  
(PARKS DIVISION)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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## GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for visitor management and safety, resource management, park operations, facility management, and law enforcement in City parks, recreation, and watershed properties. May supervise staff or a work team. Reports to the Chief Park Ranger.

## ESSENTIAL JOB FUNCTIONS

Patrols parks, recreation, watershed, and other City properties to ensure compliance with laws, regulations, and policies governing the use of facilities, ensure the safety of users, and protect the integrity of City resources and property; enforces State and Federal fish and game regulations on City properties; testifies in court. Responds to fires on park and watershed properties; assists with extinguishing fires and evaluating fire damage. Performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed.

Researches, develops, and implements educational programs and media for park visitors in the areas of resource and historical interpretation; provides information to visitors concerning parks, park resources, and programs; coordinates park activities and projects. Facilitates major and complex safety and environmental programs on a departmental basis or coordinates the overall safety programs for the Parks, Recreation, and Tourism Department as required.

Develops and implements techniques and programs to manage, protect, and conserve park flora, fauna, and historical resources from fire, disease, and visitor impact. Retrieves and rescues orphaned, debilitated or nuisance wildlife in City parks and other designated areas; provides emergency care and rehabilitation for injured or ill wildlife.

Investigates complaints and arbitrates disputes in parks and recreation facilities and properties; prepares court cases for summons and arrests; secures and transfers evidence, interviews witnesses and complainants, and provides testimony in York County and Newport News courts; prepares letters, briefs, and related paperwork regarding court testimony; assists other law enforcement agencies as requested.

Opens and closes parks; oversees and manages park concession operations; deposits revenues taken in by park facilities and events; operates concession facilities in the absence of other personnel; rents campsites, watercraft, and park equipment.

Researches, prepares, and assists with studies, surveys, and reports on various problems and proposals related to parks, watershed properties, and recreational facilities; develops initiatives to improve operational efficiency and program effectiveness.

Assists with designing, building, and maintaining park structures, trails, and facilities; obtains supplies and coordinates materials for projects; maintains and repairs park structures, facilities, and recreational equipment; clears roadways/trails of debris; checks/repairs minor electrical and plumbing problems to park facilities; ensures vehicles and emergency equipment are kept in proper working condition.

Directs traffic for special events, at the scene of accidents, and in other situations involving pedestrian or vehicular congestion; investigates and takes action to remove fallen trees blocking roadways, sidewalks, and other City right-of-ways.

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**

- **Park Management** - Comprehensive knowledge of at least one of the specialists area, depending on level: fish and game management, wildlife management, wildlife rehabilitation, natural resource interpretation and conservation, Civil War interpretation, park operations and administration, law enforcement as related to parks, 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.

### **REQUIRED SKILLS**

- **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.
- **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.
- **Time Management** - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

### **REQUIRED ABILITIES**

- Judgement/Decision Making -Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Communication - Ability to communicate ideas effectively, including using a computer for preparation of accurate, clear, and complete reports. Develops, researches, implements and present effective programs, presentations and talks. Ability to handle a variety of customer service issues with tact, confidentiality and diplomacy in a confidential manner.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Recreation, Park Administration, Forestry, Wildlife Management, Environmental Science, Civil War History or a related field and 3-5 years of experience as a Park Ranger with the Newport News Park System, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

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

This position requires pre-employment medical examination and substance abuse testing and is subject to random alcohol and controlled substance testing.

Requires Conservator of the Peace status, to include completion of a certified Basic Law Enforcement Academy and associated field training.

Certification in Cardio-Pulmonary Resuscitation (CPR), as an Emergency Medical Technician (EMT), and in search and rescue training as a Field Team Member (FTM).

## **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.