

PARK RANGER
(STATE PARKS, FORESTS AND WILDLIFE MANAGEMENT AREAS)

Nature of Work

An employee in this class is responsible for providing assistance to the area superintendent in the management, operation, maintenance, and protection of state-owned park, forest or wildlife areas which may emphasize recreation; camping; natural, historic, or scenic resource preservation and interpretation. May also serve in a lead managerial or supervisory role on areas with minimal development.

Employee may receive "off facility" responsibilities or special assignments including supervision of satellite areas located within the region of the principal area of assignment, attendance at training sessions, special events, fire-fighting, and law enforcement duties. Receives statement of policy and assignments from supervisor but is expected to provide a moderate level of discretionary judgement and initiative in leading or assisting in planning and directing facility programs in the areas of building maintenance, equipment maintenance, grounds maintenance, housekeeping, sanitation, public relations, law enforcement, personnel management and training, visitor activity programming, historical and nature interpretation, conservation, preservation, public work programs, federal and state regulatory compliance, accounting, recordkeeping, revenue production, budget preparation and control, concession contact administration, public safety. May be assigned a primary duty at the work location which focuses on one of the above items or a combination of the same. Position is primarily intended as a maintenance, managerial and patrol supplement to the Superintendent. Performs related work as required.

Distinguishing Characteristics

The Park Ranger is distinguished from the Superintendent series by performing hands-on maintenance, general duties, and functions more as a caretaker. May be assigned to work with the Superintendent as a lead worker in assigned area.

Examples of Work

Implements new operational methods and techniques as approved by area superintendent or discussed with central office administration.

Prepares work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories.

Assists in employee training and familiarization programs.

PARK RANGER CONT'D
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Examples of Work - cont'd.

Plans, generally oversees, and/or performs maintenance as necessary. Makes recommendations to park superintendent and assists in initiation and performance of repairs, maintenance, and/or renovation of structures, grounds facilities, trails, fences, roads, and other physical features of area. Inspects complete work in all areas of operation.

May serve as an intermediate level of contact between area superintendent and visitors.

May be assigned to manage law enforcement programs on large, extensively developed areas and/or perform patrol, issue warnings and citations, and make arrests.

Knowledge, Skills and Abilities

Knowledge of business management practices.

Knowledge of personnel management practices.

Knowledge of general managerial, operational, and technical procedures/methods.

Knowledge of law enforcement practices, techniques, equipment, and policies.

Ability to train and manage a varied staff.

Ability to develop good working relationships.

Ability to plan, assign, and supervise work of employees.

Ability to issue and transmit oral and written instructions.

Ability to prepare comprehensive work plans, records, and reports.

Ability to make sound decisions.

Minimum Qualifications

TRAINING Two years (60 semester college hours) from an accredited college or university.

SUBSTITUTION Graduation from a standard four-year high school

or the equivalent and full-time or equivalent part-time paid experience in the area of assignment may be substituted for the required training on a year-for-year basis.

EXPERIENCE Six months of full-time or equivalent part-time paid experience in the area of assignment.

**PARK RANGER - CONT'D
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Minimum Qualifications - cont'd.

SUBSTITUTION Graduation from an accredited college or university in the field of botany, zoology, geology, natural history, recreation, park/resort management, forestry, conservation, criminology, business or public administration, travel management or related natural science or managerial field may be substituted for both the training and experience requirements.

SPECIAL REQUIREMENTS Must be licensed or eligible to operate a motor vehicle in West Virginia. Must be able to successfully complete required special conservation officer training and pistol requirements as established by the Law Enforcement Section, Division of Natural Resources.

Established: 9/16/93
Revised: 12/16/93, 8/24/99
Effective: 8/24/99