

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**PARK RANGER ASSISTANT**  
*Effective Date: 08-13-2014*

**CLASS SUMMARY:**

Under general direction, the Park Ranger Assistant class is the trainee and entry level in the Park Ranger series, performs ground maintenance work and assists the Park Ranger with providing visitor services and protecting the natural resources of the parks.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Park Ranger Supervisor** class which supervises the staff and operations of one or more County parks, and is responsible for daily operations at assigned parks;
- **Sheriff's Security Officer** class which assists sworn personnel in providing security and guarding County property against fire, theft, vandalism, trespassing, and acts which could be injurious to others or to property, and which may be required to carry a firearm;
- **Park Ranger** class which operates within a Solano County park monitoring park grounds and visitors for safety and security, assisting and informing park visitors, protecting the parks' natural resources, and leading Park Ranger Assistants and Departmental Aides;
- **Departmental Aide** class which is an Extra Help class and which performs clerical and park maintenance duties at an assigned County park.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Collects fees either at the park office, gate, fee collection points or at each campsite; takes reservations for camping or other park uses.
- Plants, waters, fertilizes and prunes trees, bushes and flowers; waters and mows lawns; maintains roads, trails and walks and keeps them clear of hazards.
- Designs, constructs, repairs and/or maintains a variety of Park facilities such as retaining walls, carports, fences, campsite posts, stairs, floating docks, benches, and signs; replaces broken water pipes; and repairs irrigation systems.
- Collects garbage and litter in campgrounds, restrooms and picnic areas; cleans and sweeps tool shops, toll buildings, restrooms, etc.; cleans grills and picnic tables; replaces light bulbs.
- Assists and works under the lead direction of a Park Ranger in performing the following:
  - Assisting visitors to a County park by interpreting the natural and historical features of a park area to park visitors; advising the public on park rules and regulations; providing first aid and CPR to sustain injured individuals until proper agencies are on scene.
  - Monitoring the natural resources of the County parks by checking parks, trails and waterways for potential hazards; assessing the impact and activities of park users; controlling rodent and other pest populations; removing non-native plant species; applying pesticide and herbicides; identifying and reporting plant problems; monitoring and adjusting irrigation systems
  - Monitoring park grounds and visitors for safety and security, by patrolling park lands; providing warnings to park visitors of potential violations of laws, rules and regulations; requesting assistance from public safety and ambulance services; observing fire risk conditions; reducing fire risk by mowing, pruning, etc.; completing incident reports; responding to medical, fire and accident emergencies in the park; identifying and when

possible reducing and eliminating safety hazards.

- Maintains records and prepares reports pertaining to fees collected, inventories, incidents, etc.
- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION, TRAINING, AND/OR EXPERIENCE:**

High School Diploma, GED, or equivalent;

**AND**

Six months of experience in grounds keeping or semi-skilled maintenance work that included considerable contact with the public.

#### **LICENSING/CERTIFICATION REQUIREMENTS:**

Applicants are required to possess a valid California Driver's License, Class C.

Incumbents will be required to obtain first aid and CPR certification within the probationary period.

All licenses and certificates must be kept current while employed in this class.

#### **REQUIRED KNOWLEDGE AND SKILLS:**

##### **Knowledge of:**

- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Oral communication techniques to include presentations to groups of various sizes and knowledge of subject matter in a positive, inclusive, and motivational manner.
- Standard office procedures, practices, equipment, personal computers, and software.
- Laws, regulations and policies applicable to work performed such as those pertinent to the safety and security of County parks to include environmental protection, fish and game, and motor vehicle usage.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- CPR and first aid techniques.
- Basic arithmetic.
- Fee collection and deposit practices.
- Proper operation of communication equipment such as two-way radios, pagers and cell phones.
- Principles and practices of natural resources conservation.
- Plant and lawn care to include irrigation, fertilization, and pruning methods and techniques.
- Common plant types and problem symptoms.
- Insect and disease control.
- Basic construction practices.
- Safe and proper operation and maintenance of the tools and equipment used in grounds keeping, cleaning, and park maintenance to include push and riding mowers, hand pruners and trimmers, hand tools such as saws, socket wrenches, shovels and rakes, power tools such as drills, sanders, routers, and saws, chemical sprayers, chemical sealants and glues, arc and gas welders, chainsaws, etc.

**Skills in:**

- Using modern office equipment, and computers and related software applications.
- Communicating information and ideas clearly and concisely, both orally and in writing.
- Working with and speaking to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establishing and maintaining effective working relationships with those contacted in the performance of required duties.
- Maintaining accurate records and documenting actions taken.
- Establishing good relationships with the public and with customers, projecting a friendly, reassuring and helpful image, and providing customer service that meets and exceeds unit goals and expectations.
- Observing and recording license plate numbers, colors, incidents, vehicles, etc. in the event of a violation of rules or of the law.
- Understanding, interpreting and applying applicable laws, regulations and policies and using good judgment in their application.
- Administering first aid and CPR.
- Performing routine mathematical calculations.
- Handling cash.
- Maintaining written records, logs, and inventories.
- Driving a 4-wheel drive car or truck with either an automatic or standard transmission both on paved or dirt roads at varying speeds and conditions including driving in areas of very rough terrain.
- Caring for trees, bushes, lawns, roads, trails, walkways, drainage and irrigation systems, picnic areas and campsites.
- Operating and maintaining a variety of hand and power tools properly and safely.

**ADA REQUIREMENTS:**

Positions in this class typically require balancing, stooping, kneeling, reaching, standing, walking, crawling, reaching, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motion. Must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner. Must have depth perception and good eye-to-hand coordination to drive vehicles and operate a variety of hand and power tools.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pound of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**OTHER REQUIREMENTS:**

- Candidates will be required to complete a background and reference check prior to hire.
- Incumbents are required to travel independently, for example, on park roads and from one County park to another.
- Incumbents are required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

- Each County campground requires a resident Park and Recreation Division employee.
- Incumbents may be subjected to moving mechanical parts, electrical currents, intense noises, fumes, odors, dusts, chemicals, gases, exposure to unpleasant field conditions including rain, cold, windy or hot weather, working alone in remote locations, inadequate lighting, disruptive people, imminent danger and a threatening environment.
- Incumbents may be required to take vacation during low park usage months.

**Class History Information:**

<b>BOS Adopted</b>	<b>Revised</b>	<b>Retitled</b>	<b>Class Code</b>	<b>Sal Plan/BU</b>	<b>OT Code</b>
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