



JOB DESCRIPTION

PARK SECURITY OFFICER

Department:	Parks and Recreation	Classification/FLSA:	Full-Time, Non-Exempt
Location:	Pittsburg, KS	Reports To:	Director of Parks and Recreation
Supervises:	As Needed	Salary Range:	\$15.69 - \$23.54
Benefits:	Per City Handbook	Travel:	As needed

Date Written/Revised: 09/03/2024

POSITION SUMMARY

The Park Ranger is a full-time position with hours primarily between 9:00 pm and 5:00 am, Wednesday night through Monday morning. The Park Ranger patrols municipal park areas to assure proper usage of facilities and equipment. The Park Ranger will be in constant communication with the public and other City staff, communication skills are a priority.

DUTIES AND RESPONSIBILITIES

- Patrols municipal parks to prevent and report vandalism, loitering, unruly conduct, after hours trespassing, and other ordinance violations.
- Explains park rules and regulations to the public when necessary.
- Responds to guest accidents, injuries, or complaints and completes all necessary reports.
- Contact emergency personnel when needed.
- Locks gates, park restrooms and checks windows, and doors after facilities close.
- Turn off ballpark lights as needed.
- Reports park maintenance issues or hazardous conditions to the Director of Parks and Recreation and the Parks Superintendent.
- Provides general assistance to the public (directions, RV Park after hours check in, etc.).
- Assist with community events and park rentals.
- Inspect and report illegal camp sites on park property.
- Ensure animal compliance within the park system.
- Maintains and presents detailed reports of damages, thefts, accidents, or other park violations.
- Assists in cleaning duties as needed.
- Assists in extreme weather incidents as needed (snow, ice, downed trees, etc.).
- Maintain positive relationships with co-workers and assisting agencies.
- Maintain a safe work environment.
- Exercise diplomatic conflict resolution.
- Any other duties as assigned.
- Ability to train on Police Department radio communication protocol.

Park Ranger continued

POSITION COMPETENCIES

- Ability to learn City of Pittsburg park rules.
- Excellent oral and written communication skills.
- Good computer skills, including Excel, Word, Office 365, and RecTrac (with training).
- Ability to work independently.
- Ability to work with minimal direction.
- Clear and organized work habits.
- Ability to work evenings, nights and weekends.

POSITION REQUIREMENTS

- Must be 21 years of age.
- High School Diploma or GED equivalent.
- Former military, law enforcement and/or security experience preferred.
- Valid driver's license with good driving record required.
- First Aid/CPR Certification required.
- O.C. Pepper Spray Permit or ability to obtain upon hire.
- Taser Training or ability to obtain upon hire.

PHYSICAL DEMANDS

- Manual/Physical: Physical demands of this position includes:
 - Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 20 lbs.
 - Frequent standing and walking.
 - Frequent sitting while driving.
 - Frequent bending, twisting, and reaching.
 - Occasional squatting and climbing.
 - Ability to withstand noise and weather changes in the work environment.
 - Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively via telephone or radio and in person.
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to complete documents.
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment.

WORKING CONDITIONS

- The position works predominantly in an outdoor environment. When working outdoors, employees may be exposed to loud noise levels, extreme temperatures, etc.