

PARK RANGER I

The City of Harrisburg is accepting applications for the position of Park Ranger I in the Department of Parks and Facilities, Bureau of Parks, Recreation, and Facilities. This position performs a variety of public safety duties designed to promote the safe utilization of recreational facilities in the City of Harrisburg. The Park Ranger patrols all City owned, maintained, and controlled parks and playgrounds, checking locks and making sure facilities are secure, and meets with park visitors and park permit holders to answer questions regarding park facilities, recreational schedules, park history, and environmental features. This position is also responsible for explaining and enforcing Harrisburg Parks and Recreation park ordinances, rules, regulations, policies, procedures, goals and objectives. Work is assigned in the form of verbal and/or written instructions from the Recreation Director.

Qualified applicants must have a high school diploma, or equivalent, plus past experience in working with the general public and distribution of information to the general public. American Red Cross Certification in Standard First Aid and CPR must be obtained within twelve (12) months from the date of hire, and thereafter, continually maintained for the entire duration of employment. Must possess the ability to pass Park Ranger School and maintain such certification for the duration of employment. A valid PA Driver's License, Class C, is also required.

We offer a competitive salary package (\$30,874.60 which increases to \$36,323.05 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE**GRADE 3**

Park Ranger I

*Department of Parks, Recreation and Facilities - Bureau of Parks and Recreation***GENERAL STATEMENT OF DUTIES:**

Performs a variety of public safety duties designed to promote the safe utilization of recreational facilities in the City of Harrisburg. Work is assigned in the form of verbal and/or written instructions from the Recreation Manager.

EQUIPMENT/JOB LOCATION:

Park Rangers are headquartered in the Information/Security Office on City Island with a second office in Reservoir Park. Jurisdiction of authority is limited by the parks natural and man-made boundaries. Rangers do patrol all parks, playgrounds and aquatic facilities which are owned, operated and maintained by the Department of Parks, Recreation and Facilities. Hours of work vary and include evenings, weekends and holidays. Overtime may be required. Hours of work will be 40 hours per week, except in emergency situations or as events arise in Harrisburg's Parks system.

ESSENTIAL FUNCTIONS:

Patrols all City owned, maintained and controlled parks and playgrounds, checking locks and making sure facilities are secure. Meets with park visitors and park permit holders to answer questions regarding park facilities, recreational schedules, park history and environmental features; explains and enforces Harrisburg Parks and Recreation park ordinances, rules, regulations, policies, procedures, goals and objectives to park visitors and special interest groups; prepares and delivers presentations, when applicable, to school groups, civic organizations and special interest groups on park rules, regulations, policies, procedures, goals, objectives, facilities, recreational schedules, historical and environmental features; administers first aid, including CPR to injured park visitors; checks locks and inspects buildings and park structures for safety hazards and vandalism; submits daily reports and patrol logs to the supervisor and the Facilities Director as to activity occurring in the City's parks, playgrounds and open space areas; prepares parking citations to those who illegally park in City parks and citations or other law enforcement actions in the enforcement of park laws, rules and regulations and filing citations with District Magistrates; prepares written correspondence and reports to the Recreation Manager, as required. Directs traffic within a park setting, i.e. City Island and Reservoir Park during special events. Requires extensive walking and standing at times. Work includes taking action during emergency situations or in times of a crisis and operating a motor vehicle on park grounds. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

JOB TITLE**GRADE 3**

Park Ranger I
Department of Parks, Recreation and Facilities
Bureau of Parks and Recreation

NON-ESSENTIAL FUNCTIONS:

Performs other related duties in equal or lower classifications as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of the basic goals of outdoor recreation, recreational activities, and recreational facilities in the City of Harrisburg.
- Knowledge of standard first aid methods and techniques including artificial respirator and CPR.
- Ability to learn methods for reporting park disturbances, safety hazards, fires, and lease or permit violations.
- Ability to learn and subsequent knowledge of the Department's and Administration's park ordinances, rules, regulations, policies, procedures, goals and objectives governing outdoor recreation.
- Ability to meet with park visitors to explain park ordinances, rules, regulations, policies, procedures, goals and objectives; and to answer questions regarding park facilities, recreational schedules, history and environmental features.
- Ability to administer first aid, including CPR to injured park visitors.
- Ability to check locks, inspect buildings and secure park structures.
- Ability to operate a City of Harrisburg motor vehicle.
- Ability to establish and maintain an effective working relationship with co-workers, supervisors, and the public.
- Ability to check sites for safety hazards, vandalism and needed maintenance.
- Ability to exhibit sufficient physical stamina to permit working under varying climatic conditions.

QUALIFICATIONS:

High school diploma or equivalent.

Individual must have past experience in working with the general public and distribution of information to the general public.

Valid Pennsylvania Driver's License, Class C, or equivalent is required.

Must obtain American Red Cross Certification in Standard First Aid and CPR within twelve (12) months from date of hire, and thereafter, continually maintain such certification for the entire duration of employment.

Must possess the ability to pass Park Ranger School and maintain such certification for the entire duration of employment.