



Job Title	Park Ranger
Department	Department of Public Works
Employment Status	Full Time
FLSA Status	Non-Exempt
Classification	Grade BC1

Scope of Work

This position monitors Needham's parks and open spaces, provides visitor support for park users, educates the public of rules and regulations, and serves as a positive presence in the Town's parks, open spaces, and trails.

Supervision

Received	DPW Division Superintendent of Parks & Forestry and Director of Park & Recreation
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Patrol park and recreation areas by vehicle, foot, or other means to promote public safety, ensure park cleanliness, protect the Town's capital park assets, and inform and educate patrons about the rules and regulations governing the use of Town parks and facilities.
- Monitor programs and various permitted activities such as athletic groups and permitted parties on fields and courts
- Provides daily trash removal and continual pick up as needed
- Interact and engage with park visitors and provide visitor support
- Perform routine maintenance and care of facilities, grounds, pathways, picnic areas, and pavilions throughout the parks, open spaces, school grounds, public restrooms, porta-potties, and horticultural areas throughout the Town.
- Perform trail maintenance and minor improvement projects in parks
- Provides information to the public about trash, field maintenance, turf maintenance, and other recreation activities
- Report safety concerns, incidents, and maintenance needs to the appropriate Department
- Communicate and report issues including trash pick ups and field maintenance

- Interact with the Town’s work order system for asset management
- Perform daily ice checks seasonally
- Evaluate playgrounds for maintenance needs
- Any other tasks as assigned by the Department of Public Works and the Department of Park & Recreation.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Must be 18 years of age
- High School diploma or equivalent
- Valid driver’s license
- First aid and CPR certified, or ability to obtain within six months
- Seasonal variability of hours

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	<ul style="list-style-type: none"> • Rules and regulations of permitting outdoor space in Town • Safety procedures and techniques
Ability to	<ul style="list-style-type: none"> • Work in a variety of weather conditions, including but not limited to heat, cold, rain, or snow • Be fair and consistent and enforcement • Maintain composure when interacting with individuals
Skill in	<ul style="list-style-type: none"> • Customer service • Time management • Verbal communication skills

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift up to 50 lbs.

- Ability to work in a variety of weather conditions, including but not limited to heat, cold, rain, or snow
- Ability to sit, stand, kneel, stoop, crawl, crouch, and reach
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Regularly required to walk, stand, sit, talk, and hear

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer