

# GEAUGA COUNTY PARK DISTRICT

## Position Description

### POSITION TITLE: RANGER

Department: Ranger  
Supervisor: Lieutenant Ranger  
FLSA Status: Bargaining Unit: Fraternal Order of Police  
Employment Status: Full time

#### SUMMARY:

Under the supervision of the Lieutenant Ranger, and the Sergeant Ranger, responsible for maintaining law and order, keeping the peace, detecting and preventing crime, providing for the safety of the public, providing educational programming and the protection of the park property and resources.

#### POSITION REQUIREMENTS: *this position minimally requires the following:*

##### EDUCATION AND/OR EXPERIENCE:

Associate's Degree in law enforcement preferred. Additional education and experience in natural resources, conservation, park administration or related disciplines is preferred.

##### CERTIFICATES OR LICENSES:

Valid Certification as a Peace Officer by the Ohio Peace Officer Training Council required. Must possess a valid Ohio Driver's License and a good driving record. Must obtain and/or be able to maintain Park District approved first aid and CPR certifications.

**Required Training:** All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, hazardous materials, personal protective equipment, sexual harassment, violence in the workplace and fire prevention.

**Other:** A pre-employment Background Check and Drug Test are required.

Must be knowledgeable in weapon use and weapons safety and must be able to qualify with Park District approved weapons. Must have no felony convictions. Must be able to pass law enforcement psychological test and background investigation. Must be able to follow an irregular schedule. Must possess a high degree of integrity and the ability to be bonded. A person serving in this position must have a commitment to responsible performance as a peace officer, good public relations skills and concern for the well being of the public.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES: *includes the following. Other related duties may be assigned.*

Protect life and property by patrolling Park District lands and waters by foot, motor vehicle, bicycle and watercraft. Respond to concerns, complaints and disturbances within the Park District and immediate area. Enforce the provisions of the Ohio Revised code and Park District Rules and Regulations through the appropriate use of warnings, citations or arrests. Be alert to suspicious persons and detain or provide surveillance as may be appropriate.

Investigate crimes and other incidents, detect and investigate environmental risks that affect Park District property. Identify safety situations and report to appropriate parties. Develop and implement department projects.

Write and maintain arrest records, investigate crashes and injuries.  
Log tickets issued as required.  
Administer first aid as required.  
Serve warrants, attend court sessions and provide testimony as appropriate.  
Render assistance, information and service to park visitors.  
Provide educational programming.  
Prepare reports.  
Distribute Park District literature.  
Conduct safety programs.  
Report maintenance needs of the Rangers' office, vehicles and other equipment and perform routine maintenance as necessary.  
Patrol all park boundaries and protect park resources.  
Assist in inventory process.  
Inspect trails.  
Perform animal control procedures.  
Qualify with weapons as required.  
Assist and cooperate with other Park departments.  
Provide mutual aid and assistance to other agencies as directed.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no direct supervisory responsibilities. May oversee restitution workers or volunteers.

**QUALIFICATION REQUIREMENTS:** *To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

### **COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:**

Ability to compose routine letters, memos and similar correspondence using word processing, as well as spreadsheets and database software related to the position.

*The following are examples only of equipment routinely used and are not intended to be all inclusive:*

Computer, printer, typewriter, copy machine, fax machine, telephone, and other general office equipment.  
Law Enforcement software.

### **ADDITIONAL INFORMATION:**

This position requires the ability to safely use authorized weapons and related safety equipment and to safely use and operate department equipment, including motor vehicles, bicycles and watercraft.

### **KNOWLEDGE:**

Must possess a general knowledge of local, state and federal laws. Knowledge of the natural resources of Geauga County and natural resource management. Knowledge of weapon use and safety procedures. Knowledge of peacekeeping procedures, including related investigating, reporting and confidential communications. Knowledge of animal control procedures.

### **SKILLS:**

Must be skilled in effective management of sensitive situations and negotiations related to peacekeeping responsibilities. Must be highly skilled in detailed investigating, surveillance, crime and injury prevention, and determining and implementing preventative actions in potentially threatening situations. Must be skilled in use of authorized weapons. Must be highly skilled in maintaining composure under stressful conditions. Skill in gathering data and information, sorting, collating, analyzing and reporting. Skill in drawing conclusions and taking appropriate action. Skill in health and safety procedures and compliance. Must be well organized.

**ABILITIES:**

Must be able to interact with the public and various agencies in a professional manner. Must be able to exercise sound judgment as a Peace Officer in a variety of situations, from routine to highly sensitive. Ability to articulate the Park District's mission, philosophy and objectives, with the ability to utilize and communicate this knowledge in a variety of settings. Ability to qualify with Park District approved weapons per all Agency requirements. Must have superior ability to communicate effectively, both orally and in writing, with persons of various abilities and backgrounds, related organizations, and Agency staff through oral and written reports, direct communications, public speaking and legal testimony. Must be able to work effectively under adverse conditions, including animal control situations. Ability to maintain safety and health compliance and required reporting. Must be able to maintain confidentiality. Ability to meet deadlines and to maintain multiple projects and tasks.

**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.*

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; type; write/post to printouts and forms; use calculator; file; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift equipment, supplies and materials; work with detailed documents and printed forms; and in order to perform required duties of law enforcement and public safety functions, the employee must be able to stand, walk, sit, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; may occasionally be required to lift up to 100 pounds; and is required to be able to use close vision and adjust visual focus. The employee must be in good physical condition and must be able to physically perform the duties of the job.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

This employee normally works in an outdoors environment, as well as in other settings, including office environments.

**Potential Hazards:** This is a law enforcement position and as such, has an inherent risk to personal safety, including, but not limited to, weather and environmental situations, animal and pest control, and conflict management situations. The employee may be exposed to chemicals routinely found in office environments, such as copier toner and correction fluid.

**GENERAL EXPECTATIONS**

**The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives.** The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, inservices and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

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**This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original in personnel file; c: employee, supervisor  
(ranger) Revised: 8/9/2006; 7/13/2011

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