



City of Peoria

HUMAN RESOURCES

Title: Park Ranger Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Police Manager.
Exercises direct supervision over Park Rangers.

MINIMUM QUALIFICATIONS

- **Education:** High school education or GED.

- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.

- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to perform supervisory and administrative duties associated with Park Ranger Police Services Officers. Assigns and monitors staff; conducts performance reviews; serves as technical advisor; responds to requests and inquiries; researches and compiles statistical data for review by management; handles the difficult situations involving citizen complaints; conducts and coordinates training; completes related tasks as assigned.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Assesses activities in city parks, conducts enforcement, and provides direct customer service. Handles most difficult situations involving citizen complaints.
3	Completes administrative assignments. Maintains records; reviews employee incident reports and paperwork for accuracy and completeness.
4	Recruits and coordinates volunteer Park Watch chapters and makes presentation. Determines suitability of volunteers, scheduling, and chapter performance.
5	Coordinates Section efforts with other Police department sections and city departments. Determines needs or problem areas through observation and / or communications with other sections and departments; decides how to utilize staff and resources to the best possible result.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	Outdoors	X	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, fax / scanner / copier, and related software, telephone, radio, vehicle, bicycle, hand tools.

PROTECTIVE EQUIPMENT REQUIRED:

None required.