



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

RANGER – REGULAR PART-TIME AND SUBSTITUTES

DEADLINE FOR APPLYING: Open until filled

Apply online at <https://www.governmentjobs.com/careers/norfun/>. Must submit a **District Employment Application (resume's will be accepted only with a completed Application)**, current DMV printout, and a copy of PC 832 Course Completion or Guard Card and, if completed, a copy of CLETS certificate. Can also visit the District's website at www.norfun.org, Human Resource, Current Opportunities to apply online.

RECRUITMENT PROCESS: The process may consist of a written examination and oral interview. This process will establish an eligibility list for one year from the date of the interviews.

BASIC FUNCTION: Responsible for the safety and security of park patrons, employees, and District property and facilities to ensure a positive family atmosphere. This is a Public Officer position under 836.5 PC.

HOURLY RATE: \$19.85 - \$21.88 per hour

HOURS: Regular part-time assigned up to 30 hours per week, 6am – 4:30 pm. Also needing Substitutes that are assigned to cover full-time and/or regular part-time ranger shift or for additional coverage when needed. Shifts vary to include weekdays, evenings, weekends, and holidays.

QUALIFICATIONS: Training and experience equivalent to high school graduate and three years of relevant work, related experience in public safety, security, park ranger, or law enforcement. Requires a valid California driver's license and completion of a PC 832 class or Guard Card. Also requires CLETS training certificate or be able to be certified within 30 days of employment. Knowledge of handling patrol vehicles; safety and general law enforcement practices; District rules, regulations and programs; state and federal laws and district ordinances; safe work methods and safety regulations; related computer applications; and customer service principles. Ability to establish and maintain effective working relationships with employees, the public and other agencies; communicate effectively and interact courteously with others; understand and follow oral and written directions; carry out routine work assignments without close supervision; exercise independent judgment and initiative within established guidelines; think and react quickly and adapt an effective course of action; make decisions in accordance with laws, rules, regulations and department procedures; read, interpret and understand state and federal laws and district ordinances; keep precise records and write clear, grammatically correct and concise reports; recognize unsafe conditions; operate a patrol vehicle, hand held radio and a computer;; and work nights, weekends and holidays as required. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to correction and feedback from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical, functional capacity exam, and drug screen
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- Driving record must comply with District safety standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Primarily outdoor environment that includes driving a vehicle from District site to site, walking throughout facilities and parks and regularly communicating with District staff, participants, the public and law enforcement agencies, in person, by phone, or computer. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

DETAILED DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Routinely patrol all District parks and facilities to ensure the safety and security of patrons, employees and facilities by vehicle and foot.
- Enforce District park rules, regulations and ordinances.
- Provide information on rules, regulations and ordinances and District activities and facilities.
- Respond to situations, including emergencies, involving public safety and the protection of property and security requests.
- Communicate clearly with law enforcement agencies to provide information regarding crimes and public safety concerns and assist as needed.
- Operate a handheld radio.
- Provide security during special events and activities, as directed.
- Maintain records and completes reports, handwritten and on a computer. Utilizes the District's RecTrac Registration/Reservation program.
- Report any existing and potential safety hazards and concerns.
- After hours on-call as scheduled to respond to District alarm calls.
- Attend and complete all meetings and training as recommended by supervisor.
- Maintain required safety training designated for this position including CA Law Enforcement Telecommunications System (CLETS) training.
- Performs related duties as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION:

- Consistently report to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicate regularly with supervisor about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interact with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Dr, Bakersfield, Ca., 93312 (661) 392-2000
www.norfun.org

SUPPLEMENTAL QUESTIONNAIRE

Ranger

APPLICANT: _____ DATE: _____

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

Yes, I understand and agree

No, I do not agree

1. This position requires a PC 832 training or a Guard Card. Please check which applies to you.

PC 832

Guard Card

I don't have either

2. Describe the number of years of relevant work experience and explain the type of work.

3. Describe your experience working with the public.

4. Describe any experience you have working directly with the transient and/or substance abuse population.

5. Have you completed California Law Enforcement Telecommunications System (CLETS) training?

Yes

No

6. If you've completed the CLETS training, what did you need the training for and how long ago did you complete the training?

7. Describe any relevant training you've completed in relation to this position.

8. Are you available for on-call employment?

Yes

No