



## City of North Charleston

### Vacancy Notice

**Position:** Park Ranger Part-Time

**Department:** Naval Base Complex

**Starting Hourly Rate:** \$15.39

#### GENERAL STATEMENT OF POSITION

Under regular supervision, performs a variety of general custodial duties in the maintenance of assigned City parks and provides assistance to visitors to assure compliance with park rules and regulations. Performs related work as required. *\*Full Job Description Attached.*

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma supplemented by some general custodial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 08/26/2024

Deadline: Until Filled

Finisha Bennett, SHRM-SCP, MA, MJ  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>PARK RANGER PART-TIME</b>		<b>Job Code:</b>	606
<b>Core Comp Group</b>	<b>PART - TIME</b>		<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	<b>201</b>			
<b>Effective Date</b>	<b>07/06/2021</b>	<b>Revision A: Risk</b>	<b>M. COLE 07/06/2021</b>	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	<b>Executive / Naval Base Complex</b>		<b>Dept. #</b>	<b>401/720</b>
<b>Location:</b>	<b>Riverfront Park</b>		<b>EM Status:</b>	
<b>Reports To:</b>	<b>Assigned Supervisor</b>			

**Summary Objective**

Under regular supervision, performs a variety of general custodial duties in the maintenance of assigned City parks and provides assistance to visitors to assure compliance with park rules and regulations. Performs related work as required.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Under regular supervision, works outdoors to patrol the park and the surrounding areas to ensure the safety and happiness of park patrons and the natural environment.
- Acts as a representative of the park and City, interacting and communicating with patrons to provide information about the present and the history of the Park.
- Communicates with the immediate supervisor, City employees, and co-workers to respond to inquiries and requests regarding park services and safety issues.
- Works closely with the park management and others relating to festivals, music concerts, promoters to assist with monitoring entrances and exits, maintaining the facilities, ensuring that all areas are clean, safe and secure, and offering assistance to patrons.
- Performs duties to assist and ensure compliance with park rules and regulations, which may include responding to citizen complaints, conflict resolution, and requesting assistance for violators of the park's rules and regulations.
- Patrols the Officers' Quarters around the park to ensure the areas are clean, safe, and secure.
- Performs all assignments in accordance with the department's policies, procedures, and standards of quality and safety.
- Maintains all vehicles and equipment in accordance with the city and manufactures guidelines.
- Uses custodial supplies, hand tools, and power equipment to perform general maintenance and cleaning duties such as removing trash, cleaning restrooms, dog park and dog water bowls, and other duties as assigned.
- Acts as good will ambassador for park provides information to park patrons and assist as necessary.
- Performs patrol duties to provide parks and open space visitor assistance and to assure compliance with park rules and regulations. Enforcement duties may include responding to citizen complaints, conflict resolution, and writing incident reports
- Cautions, and request assistance for violators of laws and regulations
- Receives and responds to inquiries and requests for assistance from City employees and the

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

public regarding park services.

- Refers to policy and procedure manuals, equipment manuals, safety sheets, etc.
- Completes the Daily Park Ranger Checklist to ensure all the maintenance duties were completed in accordance with City requirements.
- Must have ability to work outside in extreme hot and cold temperatures and in inclement weather.
- Must have the ability to handle stressful or emergency situations for visitors and personal safety.
- Must maintain a professional appearance in accordance with the departments dress code at all times, to include proper uniform and personal appearance.
- May be required to work nights, weekends and holidays to meet the business needs of the City.

#### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Park Ranger.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledge of the methods, equipment and materials used in custodial maintenance work.
- Knowledge of the occupational hazards and safety precautions of the industry.
- Ability to use assigned equipment and tools with skill and safety.
- Ability to offer assistance to co-workers and personnel of other departments as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of the terminology used within the department.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to be reliable in terms of attendance and punctuality.

#### **Minimum Education and Experience Requirements**

Requires a high school diploma supplemented by some general custodial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

#### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks require the regular and, at times, sustained performance of some moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and occasional lifting, carrying, pushing, and/or pulling of heavy objects and materials to include trash receptacles.

#### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, machinery hazards, skin irritants, toxic agents, disease, dirt, dust, odors, electrical currents, etc.

#### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

#### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

#### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.