



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

DEADLINE FOR APPLYING: Open until filled

If interested, the following must be submitted to the Personnel Office located at the Riverlakes Administrative Complex, 3825 Riverlakes Drive, Bakersfield, Ca 93312.

- Employment Application (resume's will be accepted only with a completed District application)
- A copy of PC 832 Course completion or Guard Card
- **A DMV print out is required with application**

Current Employee's can submit an Employee interest form or an updated application.

The Application or Interest Form can be downloaded from the district's website at www.norfun.org , Human Resources, Employment Section or request from the Personnel Office at 392-2000.

HOURLY RATE: \$14.62 - \$16.12 per hour, DOE

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.

HOURS: Current shift is 3pm – 11pm, rotating schedule, M-F, weekends and holidays; 3 days / 24 hours per week, subjects to "call-outs" on a periodic basis. May also be assigned during tournaments, normally held during the day on Saturdays and Sundays but could include weekday evenings.

NUMBER OF POSITIONS: One (1) regular part time.

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. A valid California driver's license is required. Also requires PC832 class or Guard Card.

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, operate 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 criticism 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 accommodations 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.
- 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 assists as needed.
- 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.
- Adjust security light timers quarterly or as needed.
- Report any existing and potential safety hazards and concerns.
- After hour on-call as scheduled to respond to District alarm calls.
- Attend and complete all meetings and trainings as recommended by supervisor.
- Maintain required safety training designated for this position.
- Performs related duties as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION:

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

AN EQUAL OPPORTUNITY EMPLOYER