



CITY OF COMMERCE CITY
invites applications for the position of:

Park Ranger Supervisor

SALARY:	\$29.73 - \$44.59 Hourly \$2,378.40 - \$3,567.20 Biweekly \$61,838.40 - \$92,747.20 Annually
OPENING DATE:	08/24/22
CLOSING DATE:	Continuous
GENERAL PURPOSE:	



Under the general direction of Parks, Recreation, and Golf, the Park Ranger Supervisor position performs supervisory duties over park rangers involved in patrolling Commerce City parks, trails, and open space properties to provide visitor safety and resource protection, education and outreach, and ensure compliance with park rules and regulations.

The hiring range for this position is \$61,837 - \$77,296 per year (\$29.73 - \$37.16 hourly)

Bilingual in Spanish preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Acting as a peace officer, patrols the parks, trails and open spaces and provides direct supervision to park rangers in the field
- Interprets and applies City and department policies, procedures, regulations and City ordinances
- Provides direction to subordinates and makes administrative and technical decisions using independent judgement in a wide array of circumstances from routine tasks to emergency and extremely critical situations
- Perform foot, bicycle, and vehicle patrols to enforce rules and regulations in parks, trails and open space properties, as needed
- Serves as a specialist by contributing parks law enforcement expertise to department plans, projects, committees, policy development and meetings
- Prepare annual budget requests and justifications for the Park Ranger Program, and monitors expenditures within the Ranger Program budget
- Develops and manages programmatic needs with areas of responsibility or as assigned including needs/issues that result in the interaction of the vulnerable populations
- Protect visitor and environmental safety and provide public education and ticketing where appropriate, complaint investigations, closure monitoring, dumping/encroachment mitigation, and interaction with vulnerable populations (people experiencing homelessness and at-risk individuals)
- Serves as a specialist by contributing parks law enforcement expertise to department plans, projects, committees, policy development and meetings
- Develops and coordinates strategies for rule compliance and education in areas of responsibility
- Coordinates with other City and County Departments
- Assist in conducting tours and educational presentations in coordination with PRG staff
- Regularly coordinates and communicates with city departments, divisions, and advisory committees, other governmental agencies, non-profits, faith-bases organizations, and other applicable agencies to coordinate and deliver on program goals

- Coordinate and present community meetings on relevant projects or services
- All employees must model and demonstrate the City Values at all times during the course of employment; to include: Integrity, Collaboration, Innovation, Respect and Excellence.

Essential Supervisory Duties

- Prepares timely performance evaluations that clearly define expectations
- Provides ongoing training to park rangers, keeping up on new and innovative opportunities
- Documents performance highlights and provides regular coaching and accurate feedback to employees; establishes performance standards and controls
- Develop recommendations regarding selection, hiring, training, evaluating, and disciplining assigned employees
- Mentors staff and identifies training opportunities to maximize performance
- Monitors training outcomes based on established training standards and requirements
- Performs supervisory activities including instructing, assigning, and reviewing work; maintaining standards, allocating personnel, acting on employee problems, selecting new employees; and implementing discipline, termination, and evaluation procedures

Performs other projects and duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Outdoor Recreation, Natural Resources Management, Wildlife Management/Biology, Environmental Education, Park Management or related field required. A minimum of four (4) years of parks law enforcement experience is required. A combination of experience in parks maintenance, natural resource management, code enforcement, or traditional law enforcement may be substituted for up to two (2) years of parks law enforcement. Additionally, applicants must demonstrate at least one (1) year in a lead/supervisory role. Must possess a driver's license. Possession of CPR and first aid certification within 3 months of hiring and must maintain throughout employment. Possession of baton and OC spray certification, or ability to obtain within 1 month of hire.

PREFERRED QUALIFICATIONS:

Bilingual in Spanish/English.

Certified in Peace Officer Standards and Training (POST).

First Responder certification.

Knowledge, Skills, and Abilities

- Strong knowledge of laws, regulations and ordinances as they pertain to the specific responsibilities of the position
- Knowledge of safety best practices in and around parks hazards and necessary safety precautions enough to be able to establish a safe environment for self and others
- Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods, and procedures for the work unit or function
- Ability to learn how to and make appropriate use of pepper spray, baton, and other defensive equipment
- Ability to learn and maintain CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed
- Learn court procedure, including, but not limited to, citation issuance and court documents
- Enforce necessary regulations with firmness and tact, always maintaining excellent customer service
- Ability to prepare and professionally deliver presentations to the public, city council and other groups; must be able to interact with others in a positive manner
- Ability to apply comprehensive, practical and technical knowledge with use of analytical judgement and decision-making abilities
- Ability to consider different points of view and to use elements of persuasion to gain cooperation and acceptance of ideas, and to reach agreement
- Strong organizational skills
- Ability to relate to diverse individuals and groups from a wide variety of educational and cultural backgrounds
- Knowledge of proper format, punctuation, spelling and grammar, use of all parts of speech, both orally and written
- Strong customer service and client relationship skills
- Ability to speak with poise, voice control and confidence
- Ability to use independent judgment and decision-making within established policy
- Solid knowledge in the use of equipment in the completion of daily activities
- Experience with vulnerable populations (people experiencing homelessness and at-risk individuals), emergency medical care, and de-escalation training/experience.
- Experience in environmental education and youth programming.
- Ability to handle sensitive or stressful situations with tact and diplomacy

EQUIPMENT USED, WORK ENVIRONMENT AND PHYSICAL ACTIVITIES:

- **Driving:** Drives a city or personal vehicle in the normal course of business. To include; car, light pickup trucks, 4-wheel-drive vehicles, utility task vehicles (UTV), golf carts and bicycles
- **Office Equipment:** Daily use of computer, keyboard, copier, scanner, printer, calculator, phone (desk and cell). Daily use of software programs including Microsoft Office Suite, Outlook, Word, Excel
- **Other Equipment:** Personal protection equipment, batons, first aid equipment
- **Physical activities:** Moderate to high physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting and carrying
- **Lifting:** Ability to lift, carry, and exert up to 80 pounds independently
- **Vision and Hearing:** Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation and respond to verbal inquiries.
- **Exposure to Environmental Conditions:** May be exposed to extreme heat, cold, dry, wet, odors, smoke, loud noises, vibrations, dust or intense light
- **Schedule:** Position generally scheduled for four-or five-day work week, extending over the weekend and into the evening, depending on need
- **Additional Working Conditions:** May be exposed to work settings that vary in convenience and comfort

Reasonable accommodation may be made to individuals with disabilities for the essential functions of the job.

NOTE: This job description is not intended to be an exhaustive list of all responsibilities and qualifications. Employees are accountable for all duties associated with this position.

The City of Commerce City is an equal opportunity employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.c3gov.com>

Position #2022-00138
 PARK RANGER SUPERVISOR
 PM

7887 E 60th Ave
 Commerce City, CO 80022
 3032893634

pmontanez@c3gov.com

Park Ranger Supervisor Supplemental Questionnaire

- * 1. How many years of park ranger law enforcement experience do you possess? A combination of experience in parks maintenance, natural resource management, code enforcement, or traditional law enforcement may also be considered.
 - ☐ Two years
 - ☐ Three years
 - ☐ Four years
 - ☐ Five years
 - ☐ Six years or more
 - ☐ None of the above
- * 2. Please explain your related experience.
- * 3. The preferred qualification is to be bilingual in Spanish/English. Do you meet this qualification? Answering "no" does not disqualify your application.
 - ☐ Yes ☐ No
- * 4. Do you hold a Colorado Peace Officer Standards and Training (P.O.S.T.) certification or an equivalent out-of-state certification?
 - ☐ Yes ☐ No
- * 5. Do you have work-related experience contacting persons experiencing homelessness/vulnerable/at-risk individuals? If yes, indicate in the space below the

general circumstances of your involvement and the nature of your interactions related to your past or current professions.

- * 6. Do you have experience in environmental education, volunteer coordination, youth programming, and/or natural resource interpretation? If yes, please provide information detailing your roles and responsibilities and a number of years/months of experience.

- * 7. Do you hold/possess any of the following certifications? Check all that apply.
 - ☐ Basic First Aid/CPR
 - ☐ Automated External Defibrillator (AED)
 - ☐ Emergency Medical Responder (EMR)
 - ☐ Emergency Medical Technician (EMT)
 - ☐ Emergency Medical Technician - Intermediate (EMT-I)
 - ☐ Advanced Emergency Medical Technician (AEMT)
 - ☐ None of the above

- * 8. Do you hold/possess any of the following certifications/training/experience?
 - ☐ All-Terrain Vehicle (ATV)/ Utility Terrain Vehicle (UTV) Operation
 - ☐ Expandable Baton Training
 - ☐ Oleoresin Capsicum (OC) Aerosol Training
 - ☐ De-Escalation Training
 - ☐ None of the above

- * Required Question