

Assistant Park Ranger
Department of Public Works/Bureau of Hugh Moore Park

Class Title: Assistant Park Ranger
Department of Public Works/Bureau of Hugh Moore Park

Class Definition: Reporting to the Park Ranger and the Director of Public Works, a person in this position is responsible for all operations and maintenance activities at Hugh Moore Park including grounds maintenance, buildings maintenance, canal operation and maintenance, coordination of canal boat operations and maintenance, and supervision of full-time and part-time employees and volunteers performing work at the park. The Assistant Park Ranger will also coordinate special events and programming activities at the park and will assume the role and duties of the Park Ranger when required.

Distinguishing Features of Work: The incumbent is responsible for all operations and maintenance activities necessary for the proper operation of the park including maintenance of the canal and coordination of maintenance for the canal boat. The Assistant Park Ranger will ensure that Hugh Moore Park is maintained to a high standard commensurate with expectations of grounds appropriate to support a museum and associated activities. The Assistant Park Ranger will help supervise all park personnel and will assist the Park ranger and Public Works Director in resolving bureau personnel grievances and issues. This person will prepare work schedules and enforce rules in accordance with established practices. Work involves independent judgment as well as constant communication with the Park ranger and/or the Public Works Director

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position). This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Tracks and continuously inspects all contracted and in-house maintenance work occurring at the Park. Reviews and inspects records and technical data; prepares and/or reviews operations reports and graphic charts; makes personal observations to park equipment performance and recommends corrective measures when and where needed; investigates, diagnoses and recommends maintenance for all park activities, develops and implements plan for park security, Makes continuous inspections throughout the park to ensure that standard operating procedures are being followed, develops standard operating procedures for all park tasks and activities, prepares work schedules, and enforces rules in accordance with established practices, implements park safety program for employees and ensures safe work practices for all personnel Operates, maintains, and updates computerized maintenance management program and ensures all scheduling of preventive and corrective maintenance. Prepares reports as required. Directs the training of park personnel. Plans, schedules and supervises the preventive and corrective maintenance of all park equipment and assets and maintains necessary spare parts inventory. Assists in administering park fiscal matters and participates in the preparation of reports and

budget, reviews operational records and data, and develops recommendations. Will assume the role of Park Ranger as needed

Tools and Equipment Used: mobile radio, phone, personal computer including word processing and other software, copy and fax machine, vehicles, various hand tools, power tools and equipment including chain saws, heavy equipment such as backhoe

Physical Demands: 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment: 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high and/or precarious places and is occasionally exposed to fumes or airborne particles, chemicals, and may be exposed to risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

Necessary Knowledge, Skills and Abilities: Operates and maintains, including water level control, Section 8 of the Lehigh Canal. Patrols Park facilities and enforces rules, regulations, and ordinances to insure proper conduct of Park users. This will also entail issuing warnings and citations and following through with the judicial process. Maintains Park facilities including canal boat, pavilions, trails, signs, canal boat store, docks, stables, restrooms, etc. Operates and maintains equipment used in grounds maintenance. Responsible for seeing that all trash and litter is kept cleaned up and the Park kept in an attractive manner. Inspects all areas for needed maintenance and repairs. Recommends purchases of materials, supplies, and equipment. Responsible each spring for preparing all facilities for operation. Assist when necessary with the operation of the canal boat and care of the mules. Assist when necessary with the operation of the National Canal Museum, LockTender House, and other programs. Perform snow removal activities. Supervise

maintenance and other assigned personnel and volunteers. Prepares periodic reports as required. Performs similar or related duties as required. Ability to supervise a wide variety of personnel. Ability to plan, organize, direct and coordinate assigned projects. Must be reliable, thorough, and dependable with the ability to work both independently and as supervisor of a team. Gives positive leadership to the facilities personnel by his/her actions and example. Must be thoroughly safety conscious when performing duties. Must be able to accept instruction, formulate plans of action, and ensure their compliance. Must present neat, courteous and professional appearance and attitude at all times. Must be able to coordinate and cooperate with other agencies. Must be self-motivated. Must be able to establish and maintain effective working relationships with employees, supervisors, and the public.

Qualifications Required for Appointment: At least five (5) years of progressively responsible supervisory experience in the operation and maintenance of a park and associated attractions comparable in size and scope to Hugh Moore Park or the equivalent combination of managerial and technical experience at similar facilities provided that all of the necessary job skills can be demonstrated to the satisfaction of the City. Demonstrated experience in grounds and building management and proficiency in the trades – carpentry, masonry, plumbing, site preparation and equipment operation. Demonstrated experience and safety practices with chain saw use and tree cutting/removal strongly preferred. Bachelors Degree or vocational training from an approved college, university, or trade school preferred. High school diploma or GED equivalent required. Valid Pennsylvania Drivers License required. Coast Guard Merchant Mariner certification for operation of the canal boat is required or ability to obtain same in 90 days.