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villageofbourbonnais.com

JOB DESCRIPTION

JOB TITLE: Village Park Ranger

DEPARTMENT: Administration

CLASSIFICATION: Part Time, Seasonal

GENERAL RESPONSIBILITIES

To work cooperatively with Administration and Police Department personnel to provide on-site patrols of the "Community Campus" and other parks, as directed, to ensure a safe and pleasant environment for patrons and to enforce, when necessary, rules, regulations and ordinances relating to the use of the area.

SUPERVISION RECEIVED

Works under the supervision of the Assistant Village Administrator (or their designee).

QUALIFICATIONS AND SKILLS

- Graduation from high school or GED equivalent.
- Experience in general security practices and procedures associated with parks and working with the general public.
- Must be 18 years or older and have the ability to understand and follow directions. Prior facility or outdoor maintenance experience preferred.

LICENSING AND CERTIFICATIONS

- Valid Illinois driver's license.
- Must successfully complete a fingerprint background check.
- Must be able to pass a drug test.

This position will need to acquire knowledge of Village rules, regulations and ordinances. Position requires the application of proper methods for handling conflict and adverse situations. Ability to problem solve and diffuse escalating situations. Effective communicator, both oral and written.

Candidate can demonstrate the ability to work independently, without constant supervision. They can anticipate and solve problems expediently, while reacting quickly in emergency situations.

This work is primarily outdoors, and the candidate will be working on their feet for extended periods of time and occasionally in adverse weather.

REPORTING RESPONSIBILITIES

Reports any accident to the Assistant Village Administrator or the Shift Supervisor at Police Department as soon as possible in case of more serious injury. Reports any safety hazards to Assistant Village Administrator immediately.

PHYSICAL DEMANDS

While performing the duties of this job, the candidate is regularly required to:

- Sit, stand, move from place to place for extended periods of time.
- Bend, reach, balance.
- Push, pull.
- Utilize close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. *(The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.)*

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, including wind, heat, cold, rain & humidity. The employee is occasionally exposed to fumes or airborne particles. During early or late hours light conditions will be variable.

SAFETY

All duties must be performed safely and efficiently. Incidents involving personal injury or property damage must be immediately reported to the supervisor. All equipment and work areas must be maintained in a neat, orderly and readily accessible state. Protective eyewear, earwear, headwear or clothing will be provided by the village when necessary to perform essential job functions.

ABILITY TO PARTICIPATE

All positions are expected to participate in regularly scheduled safety meetings and problem-resolution exercises to support and champion cultural diversity, awareness and sensitivity. This position will also require professional and compassionate interaction and communications with the general public, police, EMS, superiors, co-workers and special groups.

Note: This job description will be reviewed periodically as duties and responsibilities change with the necessity of park supervision. Essential and marginal job functions are subject to modification.

The Village of Bourbonnais is an equal opportunity employer.