

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

---

**JOB TITLE:** Park Ranger  
**DEPARTMENT:** Parks and Recreation  
**FLSA STATUS:** Non-exempt

---

**GENERAL PURPOSE:**

Performs intermediate-level technical or specialized work in the Parks and Recreation department. Inspects and maintains City parks and equipment, enforces park rules and regulations, and performs daily park operations. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enforces all park rules, regulations, and City ordinances
- Prepares ball fields for use by following appropriate rules and processes to line fields
- Interacts and communicates with a variety of groups and individuals including department and City staff, community groups, volunteers, senior citizens, and the general public throughout workshift
- Opens and secures park amenities for participant use
- Performs the necessary maintenance tasks to ensure clean, safe, and user-friendly parks
- Responsible for checking park permits in all picnic shelters throughout the City
- Works closely with youth and adult sports leagues to coordinate field reservations and use
- Patrols all park areas and playground sites to ensure a level of participant safety
- Handles City-wide mail/materials delivery or pick up as assigned throughout the City
- Responsible for maintaining and hanging banners throughout the City
- Responsible for operating park equipment (Utility cart, pressure washer, trailers, field lining equipment, etc.)
- Works closely with other departments as required
- Performs other related duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

## **CITY OF COCONUT CREEK JOB DESCRIPTION**

High school diploma or GED; supplemented by at least one (1) year experience working in a government agency or with the general public in a parks and recreation setting.

Must have a state of Florida driver license.

Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications must be obtained within the first year of employment.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of municipal recreation and park programming, activities, and special events
- Skill in Microsoft Office products (Word and Outlook)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule, including evenings, weekends, and holidays

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 100 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date