



## MONTEREY PENINSULA REGIONAL PARK DISTRICT

### *Accepting Applications for the Position of:*

### **RANGER**

<b>SALARY:</b>	\$31.28/hour
<b>EMPLOYMENT TYPE:</b>	Full-time Seasonal (6 month contract, up to 1,000 hours)
<b>DIVISION:</b>	Operations and Maintenance
<b>OPENING DATE:</b>	November 16, 2021
<b>CLOSING DATE:</b>	December 21, 2021

#### MONTEREY PENINSULA REGIONAL PARK DISTRICT

The Monterey Peninsula Regional Park District (MPRPD) is a public agency supported by local property taxes. Its purpose is to acquire scenic and unique open space lands for public use and enjoyment. MPRPD boundaries include the cities of Marina, Seaside, Sand City, Del Rey Oaks, Monterey, Pacific Grove, Carmel, and the unincorporated areas of the former Fort Ord, Pebble Beach, Carmel Valley, and Big Sur. MPRPD represents 130,000 residents and manages or helped to protect nearly 14,000 acres.

#### REPORTS TO

Supervising Ranger

#### JOB OVERVIEW

Key responsibilities and duties include, but are not limited to:

##### Field Operations

- Perform a variety of maintenance and construction duties relating to the development and upkeep of MPRPD lands, trees, trails, structures, and facilities.
- Maintain irrigation systems and plants in designated areas.
- Repair and maintain small equipment, as well as general maintenance of vehicles.
- Adhere to procedures, methods, and techniques of construction tools and equipment operation.
- Perform related work, as required.

##### Administrative

- Perform a variety of administrative duties, such as general recordkeeping, maintaining fixed asset inventories, and maintaining various data on MPRPD lands and facilities.
- Obtain cost estimates, solicit bids, and purchase supplies.
- Maintain various logs, including: daily, maintenance, work, and/or project/production schedules, etc.
- Schedule, train, organize, supervise, and review prison inmate crews, volunteer, part-time, and/or temporary employees, as assigned.
- Assist with special events, public outreach, and issuance of access permits.
- Assist administrative staff with review and implementation of site development and management plans, as needed.
- Assist in the preparation and implementation of the Operations and Maintenance and capital projects annual budget and monitor expenditures.

- Perform special assignments, as required.

### **Public Relations**

- Provide visitor services and information, such as giving directions, answering phones, and responding to complaints.
- Maintain professional relations and communications, as an agent of MPRPD.
- Serve as liaison to citizen advisory groups, as needed.
- Assist with special events such as: California Wildlife Day, Garland Park Wildflower Show, Fiesta Trail Run, and other, as required.

### **Patrol**

- Open and close MPRPD parks.
- Patrol MPRPD lands to ensure safe public use and to resolve problems.
- Issue warnings and citations under appropriate laws or ordinances for non-compliance of park regulations and, if needed, appear in court. Utilize law enforcement agencies to achieve complete compliance.
- Enforce state and federal laws and MPRPD policies.
- Work weekends and holidays.
- Respond to 24-hour emergencies, such as calls for medical assistance, searches, and other requests for aid. Complete accompanying incident reports.
- Perform related duties and responsibilities, as required.

## **QUALIFICATIONS**

The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and abilities. Typical qualifying education and experience might include:

- Three years experience as a Park Ranger or Park Maintenance Technician, or three years of recent experience in landscape/park facility maintenance, construction, or a related field.
- Completion of two years of community college, with an Associate degree in Parks and Recreation, Natural Resources, Forestry, Construction Management, or other related field.
- Possession of and the ability to maintain a Class C California driver license is required.
- Possession of, or ability to obtain a Standard CPR card and a Standard First Aid card within 6 weeks of hire is required.

## **KNOWLEDGE OF**

- Botany, natural resources, and habitat management practices.
- General ecological principles and processes.
- Pertinent federal, state, and local codes and regulations regarding construction and operations.
- Basic budgeting, purchasing, and monitoring practices (in the public sector, preferred)
- Trade skills in plumbing, electrical, and carpentry, per industry standards.
- Train maintenance and construction standards and equipment.

- Parks and/or grounds maintenance methods and equipment.
- Americans with Disabilities Act (ADA) guidelines.

## ABILITY TO

- Complete PC832 (Citation Training) within 6 weeks of hire.
- Read and comprehend design specifications and plans for typical “park profession” site development, maintenance, and construction, especially accessways and natural habitat/landscape restoration.
- Read topographic maps and use survey-type instruments.
- Safely and effectively operate and maintain a wide range of hand tools, power tools, vehicles, and heavy-duty equipment.
- Perform tree maintenance including climbing, pruning, chainsaw use, and tree removal, as needed.
- Hike extended distances on trails to perform related duties.
- Work outside for extended periods, and under adverse working conditions.
- Frequently lift and/or move up to eighty (80) pounds.
- Apply sound judgment and act decisively in stressful situations.
- Operate office equipment, such as: personal computer, printer, scanner, fax, etc., and accompanying software packages.
- Exercise good organizational and research skills.
- Communicate effectively orally and in writing.
- Perform basic mathematical computations.
- Work weekends and holidays.
- Wear MPRPD-issued uniform.
- Maintain safety equipment and footwear that meets MPRPD specifications.
- Work independently and as a member of a diverse team or work group.
- Establish and maintain positive and cooperative working relationships with a focus on service delivery.

## BENEFITS

Medical, Dental, Vision, Life insurance benefits

Vacation, Sick, and Holiday leave benefits

## APPLICATION PROCESS

A fully completed MPRPD employment application is required. A DMV driver license record printout is also required. Resumes submitted in lieu of an application, will NOT be accepted. **Incomplete application packets, or those received after the closing date will NOT be considered.**

Application process will include evaluation of initial screening of the MPRPD application and a virtual panel interview with selected candidates. A limited number of applicants who most clearly meet the needs of this seasonal position in terms of training, experience, education, and other job-related characteristics will be invited to participate in the interview process.

Final candidates will undergo background check, medical, and drug screening, as detailed in the application.

## TO APPLY

The employment application can be downloaded at: <https://www.mprpd.org/employment-opportunities>. MPRPD offices are currently closed due to COVID-19, so paper documents will not be available or accepted.

Return completed applications to: Administrative Services Manager Shuran Parker, at [jobs@mprpd.org](mailto:jobs@mprpd.org)

In accordance with Federal law, MPRPD will hire only individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

### **MPRPD IS AN EQUAL OPPORTUNITY EMPLOYER**

**NOTICE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**



### **MPRPD**

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