



DUTY STATEMENT

| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|---|---|---|
| Northern Field Division | State Park Peace Officer Supervisor | 548-684-0980-003 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| Sierra District | Supervising State Park Ranger | S07 |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Lake Sector | Ed Z'berg Sugar Pine Point State Park | |
| STATE HOUSING | IMMEDIATE SUPERVISOR | |
| Housing may be required | State Park Superintendent III | |
| SENSITIVE POSITION DESIGNATION (Check if applicable) | | |
| <input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961 | | |
| POSITION DESCRIPTION | | |
| <p>The Supervising Ranger works under the supervision of the State Park Superintendent II of the Sierra District. This position has responsibility to carry out the Visitor Services operations at five Lake Tahoe Sector parks: Donner Memorial State Park, Burton Creek State Park, Tahoe State Recreation Area, Ward Creek, and Sugar Pine Point State Park. The reporting location is the Lake Tahoe Sector Office, located at Sugar Pine Point State Park. The Visitor Services operation typically includes the seasonal budget, seasonal hiring and training, campground operations, interpretation, public safety and enforcement, peace officer training, signs, winter ski trail flagging and grooming, tours of historic Pine Lodge, and visitor center/museum operations.</p> <p>Housing may be required for this position.</p> | | |
| ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION. | | |
| ESSENTIAL FUNCTIONS: | | |
| % | TASK/DUTIES | |
| 30% | <p><u>Management and Supervision</u></p> <p>The Supervising Ranger works under the supervision of the Lake Tahoe Sector Superintendent of the Sierra District. This position has responsibility to carry out the Visitor Services operations at five Lake Tahoe Sector parks: Donner Memorial SP, Burton Creek SP, Tahoe SRA, Ward Creek, and Sugar Pine Point SP. The reporting location is the Lake Tahoe Sector Office, located at Sugar Pine Point SP. The Visitor Services operation typically includes the seasonal budget, seasonal hiring and training, campground operations, interpretation, public safety and enforcement, peace officer training, signs, winter ski trail flagging and grooming, tours of historic Pine Lodge, and visitor center/museum operations.</p> | |
| 25% | <p><u>Patrol and Protection</u></p> <p>Oversees the parks' public safety and enforcement programs. Maintains qualifications or certification in firearms, DTs, P.O.S.T. hours, EMR and CPR. Maintains current knowledge of Departmental policies and procedures as outlined in DOM, Chapter 13. Reviews public safety reports, vehicle accident reports, visitor accident reports, citations and other enforcement related reports. Conducts vehicle and foot patrols. Takes appropriate enforcement action as required to gain compliance. Serves as the "duty ranger" in the absence of a State Park Peace Officer</p> | |

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| | (Ranger) and actively provides assistance to subordinate staff as needed during enforcement contacts. |
| 20% | <u>Administration</u> Properly utilizes and accounts for seasonal and other budgeted funds. Accounts for and controls revenue. Meets deadlines in submission of time sheets, vehicle logs, vehicle inspections, visitor attendance reports, reports of collection, annual ticket inventory, and other reports as needed or requested. Promptly replies to public inquiries and correspondence. Maintains current knowledge of departmental policies, rules, regulations, and procedures as stated in the DAM and DOM. |
| 10% | <u>Interpretation</u> Schedules and supervises the parks' interpretive programs, including daily tours of historic Pine Lodge in summer. Works with the District Interpretive Specialist to ensure that interpretive evaluations are completed, and to improve interpretive programs and displays. Maintains current knowledge on audio-visual equipment and related aids and ensures that necessary maintenance is performed. Develops and maintains a balanced and well-rounded knowledge of the cultural, historic, and natural resource aspects of the parks. Conducts interpretive programs on a periodic basis. Gives formal and informal talks as necessary to organized groups and school groups. |
| 10% | <u>Resource Management & Real Property Management</u> Works with the sector superintendent and district resource staff in planning and implementing programs to protect park resources. Oversees bear aversion and negative conditioning efforts utilizing the Sierra District's Directive #2, dated May 9, 2008. Maintains current knowledge of the parks' boundaries, easements, and right-of-ways. <u>Facility and Equipment Maintenance</u> Maintains communication with maintenance staff and cooperates with them in carrying out responsibilities. Ensures that Visitor Services work areas, tools, equipment, and vehicles are maintained in a clean, safe, and operational condition. |
| MARGINAL FUNCTIONS: | |
| % | TASK/DUTIES |
| 5% | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. |
| TYPICAL WORKING CONDITIONS | |
| TELEWORK DESIGNATION: | |
| This position is designated as NOT Telework Eligible. | |
| SPECIAL REQUIREMENTS: | |
| Possession of a valid class "C" driver's license is required. | |
| The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload. | |
| SUPERVISOR STATEMENT: | |
| I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT. | |
| SUPERVISOR NAME (PRINT OR TYPE) | SUPERVISOR SIGNATURE |
| | |
| | DATE |
| | |

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

| EMPLOYEE NAME (PRINT OR TYPE) | EMPLOYEE SIGNATURE | DATE |
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