



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	State Park Peace Officer Supervisor (Ranger)	548-655-0980-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	State Park Peace Officer Supervisor (Ranger)	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Mount Tamalpais State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Superintendent III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general supervision of the Chief Ranger, the State Park Peace Officer Supervisor (Ranger) is responsible for the visitor services, public safety and law enforcement functions within Mt. Tamalpais State Park and China Camp State Park. The State Park Peace Officer Supervisor (Ranger) serves as a working supervisor responsible to ensure efficient, effective and comprehensive visitor services operations while performing safety and enforcement, patrol, interpretation, resource protection/management, and effective visitor facility operation. May also work throughout the Bay Area District, as needed due to operational need.		
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%	Public Safety and Law Enforcement Enforce all applicable laws, rules, and regulations. Patrol primarily by vehicle, boat, and foot; issue citations; make physical arrests; perform search and rescue activities and take command in emergencies. Operate dispatch; conduct traffic control (i.e., pedestrian, vehicular, vessel, bicycle, and horse); render first aid; assist other agencies in emergency or medical incidences; conduct searches for lost persons. Prepare and complete all required reports (crime, accident, park damage, citations, warnings); conduct criminal and administrative investigations; maintain chain of evidence on all physical evidence taken and held; maintain relations with other law enforcement agencies and attend court as required. Assist visitors in distress (medical aids, assisting with disabled vehicles, camper problems); maintain awareness of situations hazardous to employees and/or visitors, and assist in the development of crime prevention programs.	
30%	Supervision Supervise a team of State Park Peace Officers and seasonal staff responsible for the safe and efficient visitor services function within assigned park units. Plan direct and organize workload. Oversee the implementation of visitor services and public safety related projects ensuring compliance with relevant laws, policies and control agency requirements. Ensure staff maintain and enforce all applicable laws, rules, and regulations. Assess and implement staff training needs in support of public safety and visitor operations. Promptly identify, address and resolve employee behavior and/or performance issues. Review and make decisions on employee leave	

	and scheduling issues within applicable laws, policies and bargaining unit agreements. Recruit, interview and hire staff as needed.
15%	Administration Maintain required public safety and visitor services training, prepare and present seasonal employee orientation, participate and/or present in-service training at the district level for a variety of topics such as but not limited to range, defensive tactics, interpretive techniques, visitor services, and public safety. Prepare monthly time worked and absence reports and assist in administrative functions relating to Personnel and Accounting when necessary. Prepare and review correspondence. Assist in developing and submitting budget requests and perform dispatch/receptionist duties on relief basis.
10%	Resource Management Monitor and report adverse visitor impact on natural and cultural resources within assigned area(s) and assist in impact abatement and erosion control activities. Assist in wild land and structural fire suppression. Ensure protection of cultural and natural resources. Assist in the planning, development and implementation of various resource management projects.
10%	Facility and Equipment Maintenance Operate, inspect, and perform maintenance on emergency rescue equipment, vehicles, and vessels. Conduct daily maintenance and equipment checks of visitor services patrol vehicles and perform month-end inspections to ensure the safe condition of all on-duty vehicles. Update maintenance records on visitor service vehicles and submit repair requests when needed. Observe and report to appropriate staff, situations requiring facilities maintenance and assist with the maintenance and repair of miscellaneous equipment in employee and visitor facilities. Maintain a clean, safe, working area, and perform minor maintenance duties when necessary to keep park areas safe. Remediate and/or report environmental hazards to ensure public and employee safety.
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	
Variable working conditions to include inside and outside environments. May be required to respond to emergencies and associated conditions.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ 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