



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PARK RANGER TECHNICIAN III	28	E	1.958
PARK RANGER TECHNICIAN II (SEASONAL)	26	E	1.960
PARK RANGER TECHNICIAN I (SEASONAL)	23	E	1.928

SERIES CONCEPT

Park Ranger Technicians perform grounds and facility maintenance, custodial duties, fee collection, report writing, visitor services, and assist in the operation and maintenance of a State Park.

Coordinate grounds and facility maintenance work projects; schedule work and inspect grounds and facilities; clean public use areas; perform vehicle maintenance and emergency repairs; maintain turf; prune trees and shrubs; build and repair fences; make minor repairs to buildings; and repair trails and signs.

Supervise, coordinate and participate in custodial work; clean restrooms, offices and other park facilities to ensure a clean and sanitary environment; pick up paper, debris and litter and empty trash containers.

Collect data and maintain statistics related to park use and visitor fees; maintain and review fee records and prepare reports.

Provide a variety of services to visitors; assist in developing interpretive programs; present talks, displays and slide shows; lead tours and hikes; display and sell merchandise; operate visitor center; answer questions related to park history, facilities and surrounding areas.

Perform non-commissioned law enforcement duties; patrol park areas; note violations; advise visitors of park rules and regulations; and provide emergency assistance or medical aid as appropriate.

Train, supervise and evaluate the performance of personnel and volunteers as assigned; plan, schedule, assign and review work; counsel assigned personnel as appropriate.

Perform related duties as assigned.

CLASS CONCEPTS

Park Ranger Technician III: Under general supervision, incumbents assist a Park Supervisor in planning and initiating park improvement and maintenance projects; purchasing supplies and maintaining appropriate inventories; and performing a variety of maintenance activities including the application of herbicides/pesticides. In addition to performing the full range of duties outlined in the series concept, positions in this class may be assigned responsibility for supervision of lower level seasonal staff and other administrative duties.

Park Ranger Technician II (Seasonal): Positions allocated to this class work on a seasonal basis. In addition to performing the full range of duties outlined in the series concept, incumbents may be assigned to write interpretive programs or independently supervise a major program area in a large park.

Park Ranger Technician I (Seasonal): Positions allocated to this class work on a seasonal basis. Incumbents work under supervision and perform the full range of duties outlined in the series concept. This is the journey

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CLASS CONCEPTS (cont'd)

Park Ranger Technician I (Seasonal): (cont'd)
level for the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

PARK RANGER TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of increasingly responsible experience in a park, zoo, museum, interpretive visitor center or closely related setting which included customer service, managing or collecting receipts or money, grounds and facility maintenance and custodial duties; **OR** one year of experience as a Park Ranger Technician II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: park and local history and the surrounding area to provide visitor information.
General knowledge of: maintenance and resource management; interpretive planning and programming; rules, regulations, policies and procedures related to management of a park or related setting; laws related to personnel administration. **Ability to:** collect money and maintain related records; interview and select seasonal park staff; organize and coordinate the activities of docents and volunteers; perform basic maintenance to park facilities; operate power and grounds maintenance equipment; advise visitors of park rules and regulations; operate audiovisual equipment, cameras and graphic equipment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: park and local history and the surrounding area to provide visitor information.
Working knowledge of: budget preparation and administration; maintenance and resource management; interpretive planning and programming; Park rules, regulations, policies and procedures related to management of a Nevada State Park; State laws and division policies related to personnel administration.

PARK RANGER TECHNICIAN II (SEASONAL)

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in a park, zoo, museum, interpretive visitor center or closely related setting; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: park rules and regulations and applicable laws; preparation of interpretive materials and presentations for park visitors; fee collection and financial recordkeeping procedures. **Ability to:** research material for interpretive programs designed for presentation to park visitors; make oral presentations before large and small groups on subjects of a natural, scientific or historical nature; supervise and evaluate the performance of assigned personnel; direct and control traffic; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Park Ranger Technician III.)

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MINIMUM QUALIFICATIONS (cont'd)

PARK RANGER TECHNICIAN I (SEASONAL)

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in a park, zoo, museum, interpretive visitor center or closely related setting; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: methods, materials and procedures used in building and grounds maintenance; safety procedures and practices as applied to facility maintenance; basic principles of supervision and training; and basic traffic control procedures. **Ability to:** coordinate and participate in grounds and facility maintenance projects; assist with the enforcement of rules and regulations and State laws; perform custodial services in offices, restrooms, visitor centers, picnic areas and other assigned park areas; collect fees and make change; sell merchandise and account for monies collected; read, understand and explain rules and regulations; maintain records and prepare reports; and assist visitors in emergency situations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Park Ranger Technician II (Seasonal).)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>1.958</u>	<u>1.960</u>	<u>1.928</u>
ESTABLISHED:	7/1/97P 6/4/96PC	7/1/87P 10/17/86PC	7/1/87P 10/17/86PC
REVISED:		8/6/87-3	8/6/87-3
REVISED:		5/20/88-3	5/20/88-3
REVISED:		11/15/91PC	11/15/91PC
REVISED:		7/1/97P 6/4/96PC	7/1/97P 6/4/96PC
REVISED:	8/18/97UC	8/18/97UC	8/15/97UC
REVISED:	12/24/97UC	12/24/97UC	12/04/97UC
REVISED:	6/25/08UC	6/25/08UC	6/25/08UC