

**VILLAGE OF MANTENO  
JOB DESCRIPTION**

**VILLAGE PARK RANGER**

**Department:** Police Department  
**Salary Range:** Starting Wage - \$16.50 per hour  
**Job Classification:** Part-Time, Non-Exempt  
**Work Hours:** Varies; Weekdays and Weekends  
**Benefits:** Part-Time Employee  
**Reports to:** Chief of Police (or their designee)

**Experience & Training:**

- Graduation from a high school or GED equivalent.

**Licensing and Certifications:**

- Valid Illinois driver's license.

**Job Summary:**

- The Park Ranger will provide on-site patrols of the "Square on Second" area and other parks, as directed, to enforce rules, regulations and ordinances relating to use of the areas described, to ensure a safe and pleasant environment for patrons.

**Essential Duties:**

- Must effectively communicate with the public, Police Department and Village Staff.
- Enforce Village rules, regulations and ordinances that relate to the use of public park areas.
- Provide a deterrent to negative and unacceptable behavior by maintaining high visibility at designated areas.
- Educates the public and acts to diffuse difficult situations. May counsel, advise, or individuals whose actions endanger persons or property.
- Coordinates with the Police Department to prepare and maintain written reports and records for incidents, accidents, enforcement actions and related documents.
- Provides customer service and acts as a source of information to park patrons to maintain good public relations.
- Determines the need for, and requests emergency services when warranted.

(All duties listed above are intended only as illustrations of the various types of work that may be performed. Any omissions do not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

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

Knowledge of or ability to learn:

- Village rules, regulations and ordinances.
- Supervision techniques and principals.

Skill in:

- Proper methods for handling conflict and adverse situations.
- Problem solving and diffusing escalating situations.
- Effective communication, both oral and written.

Ability to:

- Determine priorities without constant supervision.
- Anticipate and solve problems expediently.
- React quickly in emergency situations.
- Work on your feet in adverse weather for extended periods of time.
- Follow instructions and apply them to the workplace.

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee:

Is regularly required to:

- Sit, stand, move from place to place.
- Bend, reach, balance.
- Push, pull.
- Utilize close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

(Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

## **WORK ENVIRONMENT:**

Typical for outdoor environments.

Employee will be exposed to:

- Outdoor weather conditions including wind, heat, cold, rain, & humidity.

**SAFETY:**

- All duties must be performed in a safe and efficient manner.
- Incidents involving personal injury or property damage must be immediately reported to the supervisor.
- All equipment and work area must be maintained in a neat, orderly, and readily accessible state.
- Protective eye-wear, ear-wear, head-wear or clothing will be provided by the village when necessary to perform essential job functions.
- Employee must be willing to use their own cell phone as main communication with police

**ABILITY TO PARTICIPATE:** All positions are expected to participate in regularly scheduled safety meetings and problem resolution exercises, and support and champion cultural diversity, awareness, and sensitivity. This position will also require professional and compassionate interaction and communications with the general public, police, EMS, superiors, co-workers, and special groups.

**This job description will be reviewed periodically as duties and responsibilities change with park supervision necessity. Essential and marginal job functions are subject to modification.**

I have read and understand the duties required for this position. I ( **DO / DO NOT** ) meet the qualifications and ( **DO / DO NOT** ) have the ability to perform the essential job functions of this job. Accommodations necessary for me to perform the essential functions would include the following:

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Applicant's Signature

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Date