

Job Class Profile: **Park Ranger**

Pay Level: **CG-28** **Point Band:** **578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	4	3	3	3	3	2	5	
Points	187	67	25	14	90	65	62	43	54	607

JOB SUMMARY

The Park Ranger is responsible for performing work related to the operation, maintenance, protection and improvement of an assigned provincial park, park reserve or ecological reserve.

Key and Periodic Activities

- Maintains the safety and security of park users by conducting routine patrols, monitoring campsite activities and campfires, engaging in search and rescue activities and responding to emergency situations as required, dealing with human and wildlife conflicts, investigating complaints and initiating corrective action.
- Enforces legislation, departmental policy and rules within the park: including the Provincial Parks Act, Wilderness and Ecological Reserves Act, Highway Traffic Act, Forestry Act, Liquor Control Act, Wildlife Act, Endangered Species Act, Motorized Snow Vehicles and All Terrain Vehicles Act, Parks and Natural Areas Policy and Procedures Manual. This may involve: conducting patrols, inspections, investigations and interviews; taking statements; collecting, caring for and preparing evidence; preparing associated court documentation; providing evidence and testimony in court. Also, liaising and working in partnership with other law enforcement agencies is required.
- Performs park administrative duties such as issuing park permits and collecting fees, recording and compiling statistics of park users, reconciling sales of permits and cash items on a shift basis, operating point of sale financial management system, operating park reservation system, computer and cash register, and directing students.
- Performs park maintenance and operational duties such as maintaining and improving facilities by: adding sites and picnic areas, repairing park infrastructure, removing and thinning brush, collecting and disposing of garbage, cleaning and repairing park infrastructure.
- Responds to enquiries related to the park, its facilities and surrounding areas and communities. Coordinates, delivers and/or assists with special events and interpretation activities.
- Participates in scientific studies, research, collection and compilation of field data within the park as required.
- Performs seasonal start up and shut down procedures.
- Engages in forest fire suppression as required.
- Performs Trailway Park and Reserves inspections checking for washouts and illegal activity and removing garbage.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Natural Resource Management — Law enforcement procedures — Forest Fire Suppression techniques and equipment — Related legislation and policies and procedures <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: 2 Year Specialized Diploma in Parks, Fish and Wildlife, Outdoor Recreation, Natural Resource Management or related field <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 1 - 2 years <p>Competencies:</p> <ul style="list-style-type: none"> — Apply established techniques — Develop solutions to deal with new problems (park users violating by-laws) — Written and verbal communication skills — Operate Park vehicles
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are required such as listening, asking questions, providing routine information and direction to others, promoting services, gaining the cooperation of others to solve problems and dealing with angry or upset people, resolving disputes by remaining calm and communicating specialized information to the public, students and resource managers. — Communications occur with employees in the immediate work area and department as well as the general public/park users and park manager. — The most significant contacts are with park employees, the general public/park users and supervisor/manager.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job occasionally result in considerable fatigue, requiring periods of rest. — Occasionally may lift items over 50 lbs. — Regularly require the use of gross motor and fine finger skills, accurate control and steadiness, controlled movement in lifting or moving objects such as fallen trees/logs, building materials, equipment, picnic tables, fire hoses and pumps, supplies, wheelbarrow loaded with gravel, machinery like lawnmowers, ATV and snow machine and chainsaws. — Required to sit, walk and drive on a regular basis.
Concentration
<ul style="list-style-type: none"> — Visual and auditory demands are a regular requirement when observing and listening for illegal or dangerous activity in the park, listening attentively to complaints, responding to

<p>emergency and safety situations such as traffic violations, wildlife forest fires, operating power tools, chainsaws and machinery.</p> <ul style="list-style-type: none"> — Other sensory demands such as smell are required when using chemicals, gasoline, cleaning solutions and to detect fire/smoke. — Activities such as using cash register and entering credit card information, addresses and phone numbers in the computer database can be repetitious and require alertness. — Higher than normal level of attentiveness/alertness is required when working around forest fires, speeding vehicles, impaired drivers, swimming/boating accidents, dangerous wildlife. — Time pressures and deadlines are experienced when responding to emergency situations, completing reports and dealing with camper issues/complaints. Lack of control over the pace of work is dictated by a dramatic increase in the number of visitors to the park; the availability of employees; and changing conditions and priorities. — Eye hand coordination is required for the use of all equipment, machinery and tools. — Exact results and precision are required when reconciling daily revenue and receipts, preparing court documents and entering information in the reservation system.
Complexity
<ul style="list-style-type: none"> — Most tasks are repetitive and well defined and related but with diversity such as maintaining records and statistics, collecting garbage and painting, fire suppression duties, dealing with complaints and enforcing/investigating breaches of legislation, and assisting in data collection/research related activities. — Challenges/problems/issues are typically simple with obvious solutions which usually can be addressed by following procedures and guidelines and working within defined and standard work processes. — Typical problems are customer complaints over a variety of issues that have to be addressed, issues with equipment and facilities and enforcement of legislation. — Reference material available includes legislation, regulations, and policy and procedures manuals, colleagues, manager and Regional Headquarters staff and the RCMP.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Works tasks and activities are generally monitored or controlled. — Make decisions on staff call in to replace sick staff or emergency callout and can purchase needed supplies for routine maintenance. — Large purchases, travel and shift changes must be approved by supervisor. — Exercise some discretion within predetermined limits as outlined in policy and procedures manual.
Impact
<ul style="list-style-type: none"> — Impacts are felt internally within the immediate work area/department/government as well as externally with the general public and park users. — Resources affected include equipment, processes and systems, information, finances, material and human resources, health/safety and corporate image.

- The consequences of a mistake or error can have a significant impact in the immediate work area and on the public, equipment, health/safety, finances and facilities and corporate image, as lives, property and natural resources can be significantly impacted.
- Protocols, policies and procedures, along with on site supervision are in place to mitigate the impact of mistakes and to provide guidance.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides on-the-job advice/guidance, orientation to new employees and students as well as delegating/allocating tasks to students.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as ear and eye protection, safety helmets, gloves and boots, and precautions such as safety training in first aid, WHMIS, boating/water safety and firefighting are required.
- There is a moderate likelihood for minor injuries or illnesses resulting from hazards and a limited likelihood of major injury or occupational illness given that all health and safety regulations are followed.
- Exposure to machinery noise, garbage, dust, glare from computer, fumes from equipment, odours, bodily fluids and waste while cleaning washrooms/toilets, wet or slippery surfaces, fire, physical dangers or threats, sharp objects, personal danger from conducting patrols in the night occurs on a regular basis. Occasionally, there is exposure to vibration from operating equipment, hazardous cleaning chemicals fumes, toxic or poisonous substances, dangerous heights, awkward or confining workspaces, temperature extremes, and adverse weather conditions and travel.