

**Jefferson County Position  
Description**

**Name:**

**Department:**

**Division:**

**Position Title:** Park Ranger

**Pay Grade:** 2    **FLSA:** Non-Exempt

**Date:** January 2024

**Reports To:**

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**Purpose of Position**

The Dog Park Ranger's primary purpose is to ensure the safety and enjoyment of both the dogs and their owners within Jefferson County Dog Park.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Monitors dog park rules and county ordinances, ensuring visitors follow the park's rules and regulations. This might involve ensuring dogs are properly vaccinated, supervising dog behavior to prevent aggressive incidents, and making sure pet waste is disposed of properly.
- Completes routine maintenance tasks such as ensuring that waste disposal areas are clean, fresh water is available for the dogs, and the park's infrastructure (like fences, benches, and signage) is in good condition. This may require light repair, such as snow shoveling, painting, staining, washing and/or sweeping. Communicates problems with Operational Supervisor to schedule repairs.
- Maintains dog park grounds and trails to the standard set by the Jefferson County Parks Department and to maximize the experience of park users, which includes tree trimming, trash collection, janitorial rounds, and cleaning of buildings and restrooms. Operates vehicles and pulls a pressure washer trailer.
- Performs vegetation management to include control of known invasive and nonnative species of plants within the park. Monitor known populations of invasive plants and work with the Operations Supervisor to formulate a plan for mitigation utilizing a combination of hand pulling, pruning, mechanical mowing, and application of non-restrictive herbicides.
- Educates and engages visitors and the community, serving as a point of contact to answer questions and help with registration and fee collection; providing dog park maps for trails, park features, and special use areas; advocating for the park system; organizing and promoting community events and educational activities.
- Responds to emergencies, such as dog fights or injuries to pets or humans, calmly and effectively, calling for emergency response assistance if necessary.
- Develops positive relationships with local organizations to promote good-will between the dog park, the parks' system in general, and the community.
- Monitors park usage, identifying times of high or low usage and special events and recommends improvements based on observations and feedback from visitors. Provides clear and concise written reports to the Operations Supervisor and Department Director regarding findings.

- Interviews, collects, and records accurate documentation of complaints and conflicts at the park and provides reports to the Parks Supervisor and Department Director. Documentation may be used in court or prosecution of ticket issuance.
- Collects fees and delivers collected monies to the courthouse on scheduled days. Including fee use collection and collection of donations for special events and fundraisers such as BWAV and the sale of annual calendars.
- Monitors social media comments and questions, responding appropriately to online presence for the dog park.
- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the work place.
- Complies with County HIPAA and confidentiality policies and procedures.
- Performs other duties as assigned or may develop.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

None

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- One year of related experience.
- Minimum of 18 years of age.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

- High School diploma or equivalent with some building and ground experience, including driving trucks and trailers.

### **Other Requirements – Certificates/Licensures**

- Valid Wisconsin Driver's License.
- FA/CPR Certification.
- Pesticide Applicators license within 6 months of employment, unless extended by Parks Director.

### **Knowledge, Skills, Abilities**

- Knowledge in the areas of park operations, including grounds and building maintenance.
- Knowledge of local wildlife and environmental conservation practices.
- Knowledge of dog behavior and training techniques.
- Knowledge of basic first aid for both humans and animals.
- Effective conflict resolution skills.
- Effective public speaking skills for education outreach.
- Strong written and verbal communication skills for engaging the public.
- Calm and effective conflict resolution skills.
- Expert customer service skills.

- The ability to accurately and effectively use computers, tablets, and a variety of Microsoft Word and Excel software.
- The ability to safely apply herbicide application for invasive weed control.
- The ability to calmly address and de-escalate stressful situations.
- The ability to work independently to solve problems and take action to solve those problems.
- The ability to operate and maintain a variety of equipment and tools includes light duty vehicles, driving a small pressure washer trailer.
- An ability to perform heavy labor such as moving picnic tables , construction activities such as painting and staining buildings and restrooms.
- The ability to work in a public setting and project a positive image.
- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports, business correspondence, and procedure manuals.
- The ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- The ability to work with mathematical concepts such as addition, subtraction, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Supervision**

None.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk on uneven terrain; bending or lifting to maintain park cleanliness and facilities, and sometimes physically separating or managing dogs in the event of a conflict; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus and distance vision. This role may require stamina and physical strength, as well as agility to respond quickly to emergencies or incidents within the park.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee works outdoors 9–10 months of the year. Variable weather conditions from below freezing temperatures to 100+ degree heat. Walking or patrolling large areas of the park on foot, potentially over uneven terrain and through tall grass and brush. Dealing with the hazards of mosquitoes and deer ticks and the associated diseases they carry, and application of herbicide pesticides. The job can involve exposure to noise from barking dogs and

dog bites; requires working evenings, weekends, or holidays to accommodate the park's hours of operation and peak usage times.

*Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date