

JOB DESCRIPTION

PARK OFFICER

Status:	Full-time
Pay Grade:	6
Starting Salary:	\$18.18/hr.
Reports To:	Police Chief
Classification:	Regular - Employee does not routinely supervise other employees.

The position of **Park Officer** directly involves, but is not limited to the following illustrative duties:

1. Performs a variety of law enforcement functions and arrest procedures.
2. Conducts investigations of criminal activity.
3. Operates police equipment such as semi-automatic handgun, pump shotgun, handcuffs, and mace.
4. Responsible for the maintenance and upkeep of Park District issued equipment such as patrol car, firearms, computer equipment, etc.
5. Prepares a variety of reports and court documents.
6. Participates in bicycle patrol program.
7. Assists in the development and implementation of various community policing programs.
8. Performs maintenance duties as needed, including but not limited to: litter collection, painting, cleaning restrooms, shelter cleaning, and occasional snow removal.
9. Responsible for specific operational duties such as recordkeeping, property room management, field training officer, range instructor, defensive tactics trainer, and First Aid/CPR instructor.
10. Serves as the leader for specific community groups involved in Adopt-A-Trail, Adopt-A-Park, Park Watch, park advisory committees, and other community involvement programs.
11. Develops and implements public programs pertaining to wildlife management, forestry, aquatic ecology, first aid, hunter safety, fishing, bicycle safety, trail use

- and safety, in-line skating safety, career programs, and other related areas of interest.
12. Oversees parking, provides security and on-site emergency response for major events on Park District properties such as Pow-Wow, Heritage Days, etc.
 13. May coordinate Park District public hunting program.
 14. Responsible for rental facility meetings/closings.
 15. May serve on Park District burn crew and be responsible for completing burn plans and obtaining state permits.
 16. May attend training/seminars both in-state and out as assigned by the Police Chief or Director.
 17. Works with other Park District departments on projects as needed.
 18. Serves as member of various Tactical Objectives Teams.
 19. Maintains current CPR and First Aid certifications.
 20. Works flexible hours including evenings, weekends, and holidays.
 21. Performs other duties as assigned by the Police Chief or Director that are deemed appropriate and necessary for the position.
 22. This position may complete assignments using skills involving the operation of office equipment, computers, cleaning, typing, filing, public speaking, organization skills, writing, completing paperwork, working with chemicals or cleaning agents, motor vehicle operation, operating brooms, sweepers, mops or other janitorial equipment, and painting.

Requirements:

This position requires *Ohio Peace Officer Certification* and a high school diploma or G.E.D. Associate or Bachelors Degree preferred with a focus of study in law enforcement, natural resources, or other related field. Must possess a valid driver's license.

Employment prerequisites may include passing any or all of the following: comprehensive background investigation, polygraph testing, drug screen, psychological testing and/or an oral interview.