



# Englewood

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Human  
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

**PLEASE POST**

June 18, 2021

**TO:** All City of Englewood Employees

**FROM:** Human Resources *DWT*

**SUBJECT:** Available Positions – Park Ranger, (Grade I)

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There are (2) positions of Park Ranger available in the Recreation Department (Classified Services – Local 108).

The starting salary is \$31,926.00 annually.

Anyone interested in the position should send their resume to or contact Human Resources in writing during the prescribed period.

This position will remain posted for five (5) working days.

A complete job description is hereto attached.

**POST:** June 21, 2021

**REMOVE:** June 25, 2021

cc: M. Simons  
Local 108 - City Hall



# Englewood

Department of  
Parks & Recreation

P.O. Box 228 • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 871-6554

## **Park Ranger** **Department of Parks and Recreation**

Under direct supervision of the Facility Supervisor the Park Ranger is responsible for patrolling City parks as directed, checking buildings and facilities, monitoring and documenting park usage and trends, and notifying the Police Department as required.

### **Examples of work**

- Foot Patrol of area and completion of daily report log on a regular basis
- Guide, inform, check, instruct and warn, when necessary, park visitors of violations of any regulations.
- Become familiar with city ordinances and park rules and regulations.
- Check proper use of all field permits issued by the City of Englewood for use in parks.
- Be visible during Park and Recreation sponsored activities and programs in Mackay Park and other parks during scheduled work hours.
- Take part in all in-service training sessions as required by supervisor.
- Wear prescribed uniform in prescribed matter, during tour of duty.
- Report all accidents, unusual conditions, and other matters to supervisor on a timely basis.
- Must always be courteous to park visitors.
- Provide courteous and prompt assistance to park visitors

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- Takes action to rectify unusual conditions, upon observation of illegal or illicit activity by immediately contacting the police desk officer.
- Patrols park areas to prevent fires, vandalism and theft.
- Perform special studies on projects as required.

QUALIFICATIONS

Education, Experience and Licenses

- Must possess a valid New Jersey License with good driving record.
- Must be high school graduate, applicants with college experience given preference.

Knowledge, Skills and Abilities

- Ability to understand and carry out oral and written directions
- Ability to enforce city ordinances and park rules and regulations without physical force.
- Ability to communicate and relate positively with park visitors.
- Ability to deal with a diverse community and to give clear and accurate directions.
- Ability to read and understand procedures used in maintaining order among visitors and preparing reports of conditions noted and actions taken.
- Ability to deal with the public with courtesy, fairness, and firmness and to enforce regulations tactfully.
- Ability to write reports and maintain records and files.
- Ability to respond to emergency situations both quickly and effectively.

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MISCELLANEOUS

A Park Ranger's tour of duty may change as the season dictates a change in program hours.

A Park Ranger may be assigned various activities at the discretion of the supervisor (e.g. Park and office maintenance, program set up, registration clerk and site security).