

COMPENSATION

The hourly rate of pay is \$28.33 to \$39.43. Placement within the range will be based upon the selected candidate's experience.

In addition to the salary, the City offers an excellent benefits package that includes:

- The City offers Kaiser plans with the City currently providing up to \$1,535 per month toward the premium for health insurance coverage. (If employee has existing coverage, the City will provide cash in lieu up to \$400). Dental and Vision coverage for employee and family is paid for by the City.
- The City participates in the CalPERS Retirement System and two different deferred compensation plans available (457 and 401a)
- Vacation – Accrual of 80 hours per year initially and incrementally increasing up to 160 hours per year at 15 years of service
- Holidays – 12 scheduled and 2 floating
- Sick Leave— 12 days accrued each year
- Life insurance in the amount of \$100,000
- Long Term Disability – City paid plans
- Flexible Spending Account – Tax deferred options for dependent care, health care, and premiums

APPLICATION PROCESS

The **required** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting our website at www.ci.oakley.ca.us.

*Open until filled, first review on
July 5, 2019.*

Faxes and postmarks will NOT be accepted.

WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check.

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact Human Resources and request an accommodation at least 3 business days prior to the interview.



- Now Hiring -

PARK RANGER

\$28.33 to \$39.43 per hour

Depending upon qualifications

This is a full-time, benefited position.

Final Filing Date:

*Open until filled, first review on
July 5, 2019.*

OAKLEY



CALIFORNIA

Human Resources Division

3231 Main Street

Oakley, CA 94561

www.ci.oakley.ca.us

THE DIVISION AND POSITION

The City of Oakley is hiring a full-time Park Ranger. Under the direction of the Parks Superintendent, this position is responsible for a variety of duties and assignments related to parks, trails, and other public recreation facilities with an emphasis on positive public engagement.

EDUCATION AND TRAINING

A *combination* of education and experience that would provide the required knowledge and abilities is qualifying.

Two years of college (equivalent to 60 semester units) in park management, environmental science, horticulture or a related curriculum. Two (2) years of full-time experience or four (4) years of seasonal experience as a Park Ranger or similar position.

License or Certificate: Possession of a valid driver's license. CPR Certificate and Playground Safety Inspection Certificates will be required within 12 months of appointment.



- Report unsafe conditions, incidents of vandalism, and other related conditions.
- Interpret and apply oral or written material/instructions.
- Prepare reports and maintain records of activities; may make recommendations on relevant subjects
- Tactfully and effectively enforce rules and regulations governing parks and facilities. Issue warnings and code citations, direct traffic, enforce park rules as necessary. Coordinate with the Police Department on any park rule enforcement cases.
- Operate a motor vehicle and/or motorized maintenance equipment.
- Conduct light maintenance activities (e.g., repairing, making and installing signs, fences, etc.)
- Perform watering, weeding, pesticide applications, pruning, and trash control and perform minor repairs and custodial maintenance.
- **Work weekends, holidays, and other irregular hours.**
- May direct the work of other employees on an intermittent or project basis.
- May direct the work of volunteer service organizations on an intermittent or project basis.
- Monitor, utilize, and maintain video security system

*The City of Oakley is committed to the
3P's of Public Service:*

*Polite
Professional
Progressive*

REPRESENTATIVE DUTIES

- Actively engage with the public to provide excellent customer service
- Patrol parks, trails, facilities, and other public recreational areas.
- Develop and participate in interpretive programs.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Customer service principles, municipal codes, policies and regulations pertaining to the use of public parks and trails,
- Basic techniques, tools, and equipment used in park maintenance and management
- Principles and practices of first aid and safety
- Methods and materials in park interpretive programs
- Principles and practices of park management, and general law enforcement



Ability to:

- Work independently and make sound decisions
- Effectively balance roles in customer service and compliance
- Move and/or carry heavy objects
- Recall detail, including the ability to accurately recreate witness events, conversations or readings, and to record those recreation in written and/or oral form
- Function effectively under stress and exercise sound judgement
- Develop and present interpretive programs
- Prepare necessary reports as required
- Issue warning and code citations
- Direct traffic
- Enforce park rules as directed
- Communicate effectively and carry out oral and written instructions
- Have competence in basic office programs including Word, Excel, and Outlook
- Work nights and weekends on a regular basis
- Work in inclement weather and irregular hours due to weather, park demands, and other conditions