



CITY OF MUKILTEO
invites applications for the position of:

Community Service Officer- Ranger

SALARY: \$3,595.32 - \$4,370.12 Monthly

OPENING DATE: 02/17/16

CLOSING DATE: 03/15/16 11:59 PM

DESCRIPTION:

Under the direction of the Police Commander, the Community Service Officer - Ranger interacts with the public and other City departments regarding parking enforcement, park rules and regulations, environmental conservation, and performs other duties in support of Police Department operations.

ESSENTIAL DUTIES:

Essential Duties and Responsibilities

- Provide information to the public regarding city rules and regulations while using tact, patience, courtesy, and good judgment.
- Enforce City's ordinances regarding parking and park rules. Such additional duties may include issuing traffic tickets, appear in court as necessary in connection with citations issued, and maintain accurate daily log.
- Operate computers and standard office or other specialized equipment related to the area of assignment and the ability to adapt to new and/or modified equipment and software programs either through on the job training or through training classes.
- Work with volunteer organizations as needed as a city representative including leading projects on trail maintenance, invasive species removal, park maintenance, educational tours, and similar.
- Perform routine maintenance to parking machines and simple repairs to park equipment.
- As directed, represent the City and Department with outside agencies, the public, and within the City organization.
- Assist emergency management.
- Assist with walk-in reports and front counter as necessary.
- Assist patrols with traffic control on major incidents.
- Perform other duties as assigned.

Essential Skills and Abilities:

- Knowledge of applicable laws, codes, ordinances, rules and regulations.
- Knowledge of methods, equipment and materials used in park ranger duties.
- Knowledge of record-keeping techniques.
- Knowledge of oral and written communication techniques.
- Knowledge of operation of computer and other office equipment.
- Knowledge of health and safety regulations.
- Establish and maintain effective work relationships.

- Ability to pass the background check for this position.
- Ability to operate a motor vehicle.
- Knowledge of basic tool handling procedures including screwdrivers, hammers, electric saws, shovels, hoes, etc.
- Knowledge of boater safety, particularly with regard to boat ramp operations.
- Ability to appropriately handle stressful situations while remaining calm and exercising good judgment.
- Ability to coordinate and lead educational tours of City Parks including the vegetation, wetlands, steep slopes, and history of Mukilteo.
- Ability to use discretion and maintain confidentiality of information.
- Successfully complete all required training courses within six months of hire
- Maintain all required qualifications and trainings, as well as proficiency in the required knowledge, skills and abilities.
- Successful completion of Field Training Program
- Create complete, legible written case reports that are free of grammar and spelling errors.
- Interpret regulations, ordinances, codes and other specifications of a similar complexity.
- Work under pressure of deadlines in stressful, unpleasant situations and environments.
- Carry out special and general assignments with minimal supervision.
- Develop and maintain detailed, written case documentation.
- Must be able to work various shifts including swing shift, weekends, and holidays.

Physical Requirements and Work Environment:

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

While performing the duties of this job, the employee may be required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is often required to stand and walk, reach with hands and arms, stoop, kneel, crouch, and/or crawl.

The work is performed outdoors in all types of weather. The employee is exposed to a variety of potential hazards associated with vehicle traffic, boats, and water. Employees may be required to work evenings, weekends or holidays and are subject to call out at any time for emergency conditions.

Duties may require strenuous physical activity including lifting and carrying up to 50 lbs.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employees must be able to perform multiple work tasks at the same time, perform well with frequent interruptions, and tolerate a fairly high level of stress.

The noise level in the work environment is usually moderate.

QUALIFICATIONS:

Minimum Educational and Experience Qualifications:

Education: High School diploma or G.E.D. equivalence, and

Experience: Two years of experience including any combination of education and experience which provides the applicant with the necessary knowledge, skills, and ability required to perform the essential duties of the job.

Desired experience may include experience as a park ranger or equivalent, parking enforcement, outdoor recreation, or experience in natural resources and conservation.

Background: Pass extensive background investigations, polygraph, psychological and medical examinations, drug testing and fingerprinting.

License and Certificate Requirements:

Washington State Driver License or ability to obtain by date of hire with a driving record acceptable to the City of Mukilteo.

Complete CPR and first aid training within six (6) months of hire.

SUPPLEMENTAL INFORMATION:

This is a Civil Service position.

The City of Mukilteo is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.mukilteo.wa.us>

Position #2016-00008
COMMUNITY SERVICE OFFICER-RANGER
JG

11930 Cyrus Way
Mukilteo, WA 98275
425-263-8003
425-263-8000

personnel@ci.mukilteo.wa.us

Community Service Officer-Ranger Supplemental Questionnaire

- * 1. The work schedule for this position will be Wednesday through Saturday, or Saturday through Tuesday, 8:00 a.m. to 6:00 p.m. Are you willing and able to work this schedule?
 Yes No

- * 2. Describe your experience as a park ranger, with parking enforcement, or with outdoor recreation, including experience with natural resources and conservation.

- * 3. Do you have three (3) years of customer service experience and/or three (3) years of experience in a compliance-oriented field?
 Yes No

- * 4. Describe your experience providing direct customer service in the public or private sector. Please provide details of the services you provided, including your length of experience, where you obtained the experience and the type of environment in which you worked.

- * 5. This position requires providing information to the public regarding city rules and regulations while using tact, patience, courtesy, and good judgment. Describe your experience in similar situations.

- * 6. What additional skills and experience will you bring to this position that you feel are needed to be successful?

- * Required Question