



**Snyderville Basin Special Recreation District
Ranger Supervisor**

SALARY	\$32.15 - \$48.23 Hourly \$66,878.24 - \$100,317.36 Annually	LOCATION	Park City, UT
JOB TYPE	Full-time	JOB NUMBER	AD-FT10
DEPARTMENT	Administration	OPENING DATE	06/19/2024
CLOSING DATE	Continuous		

Description

The Supervisor, Ranger position is responsible for planning, overseeing, and evaluating the day-to-day work of District Ranger staff. Responsibilities include performing diverse and complex work involving significant accountability and decision-making responsibility. Incumbents are expected to independently perform the full range of visitor education, patrol, and enforcement tasks as assigned, as well as coordinate work with other District departments and public agencies.

Examples of Duties

Essential Functions

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. These essential job functions listed are required with or without accommodation.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff performing patrol, enforcement, and public education work; responsible for all on-duty Ranger staff.
- Supervise staff, including hiring, orienting, training, assigning, and reviewing work performance, which may include disciplinary measures.
- Provides public relations services including meeting with neighborhood groups or concerned citizens, taking reports, and assisting the public with complaints or unusual situations.
- Performs and oversees staff in developing and providing interpretive services including guided hikes, presentations, and events.
- Patrols the District by vehicle, UTV, bicycle, and on foot to ensure safe and proper use of District lands and facilities. Monitors District property for encroachments, investigates suspicious criminal activity or hazardous conditions, and deters damage to natural resources by ensuring high visibility and readiness of Ranger team.
- Assists in the preparation of the annual budget; prepares detailed cost estimates; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the contracting and bid process for assigned projects.
- Provides mutual aid to other public safety agencies as dispatched and in accordance with District policy.
- Safely operates and maintains a variety of tools and equipment such as power saws, drills, brush cutters, mowers, and all-terrain vehicles as needed.
- Coordinates assigned services, projects, and activities with other field supervisors, departments, and outside agencies.
- Supervises the preparation and maintenance of work logs, reports, records, and files; ensures the proper documentation of operations and activities.
- Attends meetings, conferences, workshops, and training sessions.

- Coordinate staff in the collection of user data to inform District management action, including intercept surveys, trail counters, and data gathering through direct observation.

Knowledge, Skills, and Abilities (KSAs)

Knowledge of:

- Computers and Microsoft Office applications.
- GPS instruments, automated trail counters, and other data collection tools.
- Contemporary trail maintenance standards; ability to recognize and document maintenance needs.
- Interpretation and naturalist proficiency especially related to the Northern Utah region.
- Operation and maintenance of tools and equipment used in maintenance of trails and open space.
- Related OSHA safety standards, current Safety Data Sheet (SDS) procedures, incident reporting, and bloodborne pathogens precautions.

Skill and Ability to:

- Supervise, train, motivate, organize, schedule, assign, review, and evaluate the work of staff and volunteers.
- Organize and direct assigned patrol and enforcement activities. Respond to public questions and complaints.
- Develop and present interpretative programs to members of the public.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files and record keeping systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate effectively both verbally and in writing.
- Work independently with limited supervision or collaborate with a team.
- Perform all duties with safety as a top priority.

Working Conditions, Physical Requirements, and Aptitudes

- Duties are performed indoors and outdoors, including working in inclement weather, extreme temperatures, and over steep terrain.
- Manual dexterity and coordination; high degree of spatial awareness and mental and visual alertness.
- Occasional exposure to hazardous chemicals, vibrations, and fumes.
- Work effectively with crowds and uncooperative individuals, difficult situations, emergencies, or periods of continuous demand.
- Travel to and from sites, facilities, and other locations within the District; transport materials as needed.
- Operation of motor vehicles on public roadways and trails.
- May require emergency call-out.
- This position is ineligible for remote work. Essential duties cannot be completed without being physically present.

Physical Requirements	25%	50%	75%	100%
Focus on a computer screen		X		
Standing and walking		X		
Sitting		X		
Bending, pushing, pulling, kneeling, and other physical exertion	X			
Ability to lift and carry up to 50 pounds unassisted	X			

Qualifications

Minimum Qualifications

- 21 years of age or older with a valid U.S. driver’s license.
- Bachelor’s degree in a related field, OR an equivalent combination of education and experience.

- Two (2) years of related experience working in the protection and operation of a public park, forest, recreation area, or the equivalent, one (1) of which must be supervisory.
- Education may not be substituted for the required supervisory experience.

The successful applicant must pass a required pre-employment background check, drug test, MVR and subsequent mandatory background checks in accordance with current District policy requirements.

Preferred but not required:

- Education and/or experience in environmental education, law enforcement, resource management, natural sciences, outdoor recreation, or park management.
- First Aid and CPR Certification

Supplemental Information

Position is Opened Until Filled

This position is required to work occasional weekends, evenings, and holidays.

Agency

Snyderville Basin Special Recreation District

Address

5715 Trailside Drive

Park City, Utah, 84098

Phone

435-649-1564 x 110

Website

<http://www.basinrecreation.org>

Ranger Supervisor Supplemental Questionnaire

*QUESTION 1

Are you willing to take a pre-employment drug test, background and Motor Vehicle Record check upon contingent job offer?

- Yes
- No

*QUESTION 2

Are you 21 years of age or older?

- Yes
- No

*QUESTION 3

Do you have a valid U.S. driver's license?

- Yes
- No

* Required Question