

MEETING AGENDA



District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, November 7, 2023 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Park Ranger job classification	Kay Day Chief Brent Blankley LaShonda Herbert	2-5
ADJOURN		

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 4125
Grade: 10
FLSA: Non-Exempt**

PARK RANGER

SUMMARY

The purpose of this classification is to provide on-site patrols of city parks and recreation facilities while enforcing rules, regulations, and ordinances related to park usage and events. Work also involves maintenance duties in parks and facilities to provide a safe and inviting environment for those who use the parks and open spaces. This classification also performs municipal security work functions. Sworn status and authority will be limited to only those hours and situations where they are in uniform and working directly for the Tuscaloosa Police Department, and in direct line with carrying out their duty as instructed by the Chief of Police.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Patrols and monitors activities in assigned parks and designated park facilities to enforce established rules, regulations and City codes and ordinances; reports and cites parking and other city ordinance violations.

Opens and secures parks and recreation facilities, amenities, etc. for participant use.

Inspects park grounds, centers, and facilities prior to rentals and permits to ensure it is clean, stocked, and landscaped. Notifies appropriate personnel if custodial services, maintenance, and/or landscaping is needed.

Inspects park grounds, centers, and facilities within 24 hours after conclusion of rental or permit to check for trash and/or damage.

Performs general public relations by making contact with the public as they utilize the facilities, centers, and parks; verifies reservations and/or permits.

Inspects, documents, and reports maintenance issues related to parks and recreation property and equipment.

Notifies appropriate personnel of necessary maintenance and custodial needs to ensure a clean, safe, and user-friendly experience for parks and recreation patrons.

Reports destruction or defacement of park facilities; reports unsafe or unlawful acts or situations; provides positive enforcement through counseling sessions with violators or through issuance of citations.

Participates in parks and recreation activities and programs and assists with special programs and activities as assigned; may operate park equipment as needed; directs traffic as needed.

Prepares reports regarding scheduled and unscheduled activities and concerns within the parks; maintains accurate daily activity logs and records.

Resolves customer complaints; notifies other city departments and other agencies regarding park problems and patrol complaints.

Provides information, direction, and assistance to the public; provides emergency services as necessary.

Works cooperatively and effectively with the public and other departments.

Educates the public to develop an understanding of the significance of parks, park environments and recreation programs.

Performs user-level maintenance of assigned city vehicles.

Performs municipal security work functions as assigned.

Works at the direction of the Police Chief in ancillary positions to handle traditionally low risk situations, duties, and calls for service and must maintain sworn status by successfully completing annual firearms qualification and continuing education requirements per APOSTC and TPD regulations by attending prescribed training classes and qualifications through the TPD Training Division.

Participates, as required, in maintenance and cleaning up of park grounds and structures.

Knowledge of general security practices and laws regarding search and seizure; organizational and functional responsibilities of the city's parks and recreation activities and location of city parks and facilities; principles of outdoor recreation, interpretation, special events and other types of visitor services; applicable city ordinances, department rules and regulations and county and state codes and laws; basic first-aid and self-defense techniques; proper two-way radio usage and procedures.

Ability to learn and apply relevant municipal and penal code sections and city park rules and regulations; apply practical judgment and critical reasoning to enforcement and information-gathering situations; calmly and effectively confront possible dangerous and/or emotionally tense situations; understand and follow written and oral instructions; maintain accurate records and write clear and comprehensive reports; safely operate city vehicles and practice courteous driving practices; perform routine non-scheduled park maintenance activities.

Attends meetings as assigned; assists with special projects.

Must accomplish the essential functions of the job, with or without reasonable accommodation, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements to include flexible hours, including weekends, holidays, and evening hours.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required. Must be at least 21 years old. Prior APOSTC certification and sworn law enforcement experience required. Retired law enforcement personnel preferred. Must meet and maintain minimum standards for law enforcement officers as established by the Alabama law. At the discretion of the department head or appointing authority, may be required to possess a concealed weapons permit, carry a City-issued handgun, and maintain sworn status by successfully completing annual firearms qualification and continuing education requirements per APOSTC and TPD regulations by attending prescribed training classes and qualifications through the TPD Training Division. Must possess and maintain a valid driver's license. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens. If a recent (within the last 90 days) retiree of the City of Tuscaloosa Police Department, some of the pre-employment requirements may be waived.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a service truck, telephone and two-way radio. Physical demand requirements are at levels of those for sedentary to moderate work such as walking and patrolling grounds.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, maps, and procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with law enforcement personnel and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of documentation, directions, instructions, and methods and procedures. Requires the ability to write basic job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic traffic maintenance principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract and determine time.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using a telephone, two-way radio, and to operate a motor vehicle.

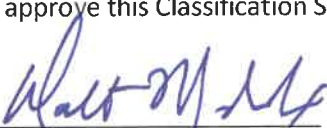
MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, two-way radio, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Does not require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

10/31/23
Date