Job Description

Job Title:	Park Security Officer	Classification:	Classified
Department:	Parks and Recreation	Grade:	160
Occupational Group:	Safety Services	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Park Security Officer will serve as uniformed ambassadors representing the Parks and Recreation Department protecting the parks and facilities within the City of Joplin Parks system.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Patrols municipal park areas and facilities to prevent and discover vandalism, unruly conduct, and other violations of municipal ordinances.
2. Observes public gatherings; identifies violators; calls for police backup if involuntary detention or arrest is necessary.
3. Responds to guest or staff accidents/injuries/complaints and completes all necessary reports to document the incident.
4. Locks gates, park restrooms and check window/doors after facilities close.
5. Contact emergency personnel (Police/Fire/EMS) when needed.
6. Develops and maintains good public relations with the public and law enforcement officers.
7. Reports park maintenance issues or hazardous conditions to park maintenance staff.
8. Provides general assistance to the public (directions, lost children, lost or loose animals, etc.)
9. Assists with private/community events (parking, information, trail closures, etc.)
10. Explains park rules and regulations to public when needed.
11. Manages all Parks and Recreation security systems
    a. Portable surveillance cameras
    b. Data storage management
    c. Monitor system outages/repairs
12. Inspect, monitor, and report illegal camp sites on park property.
13. Monitor and respond to unlicensed motor vehicles (minibikes, ATV, etc.)
14. Make sure alcohol is not sold/consumed except where permitted.
15. Monitors facility and athletic reservations.
16. Close athletic fields due to cancellations and prohibit use of facilities when closed.
17. Ensure excessive noise compliance during park hours (park shelters, rental buildings, skate park, etc.).
18. Ensure animal compliance (dog off-leash) within the park system.
19. Assists with graffiti prevention.

Other Duties

- Write, maintain, and present detailed reports, noting any damages, theft, accidents, or other irregular activity.
- Assist in miscellaneous duties when required or instructed by supervisor, the following includes:
    a. Clean, sanitize and stock public restrooms as needed.
    b. Clear snow from sidewalks.
    c. Repair electrical and/or plumbing issues.
    d. Sweep and mop shelter floors as needed
    e. Collect trash within the park system (grounds, playgrounds, etc.).
    f. Perform minor repairs to playground equipment
    g. Paint over graffiti in prominent areas
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Basic or commonly used rules, procedures or operations associated with law enforcement; knowledge of all park rules and regulations and municipal ordinances which regulate the use of the city's parks or the ability to acquire such knowledge during the probationary period; Microsoft Office Suite.

Ability to: Communicate effectively with a variety of people, answer questions and explain information courteously and tactfully with patrons; apply diversity, equity, inclusiveness, and all access lens to daily decision making; identify and prevent hazards, implement solutions, maintain safe environments; work independently and make independent judgements and decisions with minimal supervision; maintain a neat, professional appearance; establish and maintain effective working relationships with supervisor, other staff members, and the general public; communicate clearly and concisely via telephone and police radio; work evening and weekends

Education: Must be 18 years of age; High school diploma or GED equivalent

Experience: Former military, law enforcement and/or security experience (preferred)

Licenses and Certifications: Possess and maintain a valid state issued driver's license; current First Aid/CPR Certification or ability to obtain upon hire; private security professional unarmed certification or ability to obtain upon hire; basic pepper spray certification or ability to obtain upon hire

Physical Demands Requirements and Working Conditions

This position works predominantly in an outdoor environment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as operate a variety of hand tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment. Employees working indoors are exposed to moderate noise levels,

controlled temperature conditions, and no direct exposure to hazardous physical substances. When working outdoors, employees may be exposed to loud noise levels, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: TBD	Type of Change: New Position
Revision details: Position is being created as the result of the Action Plans.	