

## CITY OF NEWPORT BEACH

### LEAD PARK PATROL OFFICER

**DEFINITION:** Patrols and monitors active parks, fields and recreation facilities to enforce City rules, regulations, codes and ordinances and resolves disputes or conflicts among park patrons.

**DISTINGUISHING CHARACTERISTICS:** This is the full journey level class within the Park Patrol series. Employees within this class are distinguished from the Park Patrol Officer job class by the performance of the full range of duties as assigned including following up on complaints, scheduling work, and maintaining comprehensive logs. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**SUPERVISION RECEIVED AND EXERCISED:** Receives supervision from a Recreation Coordinator; supervises Park Patrol Officer.

**EXAMPLES OF ESSENTIAL DUTIES:** Duties may include, but are not limited to, the following:

#### **Essential Job Duties**

- Monitor and enforce City rules and regulations by taking actions ranging from counseling, warning, and issuing citations;
- Respond to public inquiries and resolve compliance issues regarding permits at picnic areas, community centers, parks and athletic facilities; follow-up on unresolved issues from Park Patrol Officers;
- Provide information and assistance to the public regarding City services, programs, and special interest areas/facilities;
- Ensure visitors abide by maintenance rules within their Special Event Permits and on-going permits;
- Prevent vandalism through close supervision of visitor activities;
- Identify maintenance issues and report work requests to the appropriate City department;
- Compile logs of patrol activities from staff and prepare written reports of incidents, accidents, or other occurrences;

- Schedule, train, and lead staff;
- Report criminal activity and/or vandalism to the Newport Beach Police Department; and

- Perform related duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

General principles and practices of park security;

Radio procedures, resource and referral information; and

Recreation Services policies and procedures, regulations, codes and ordinances as they relate to park usage.

**Ability to:**

Interpret City policies, procedures, rules and regulations;

Regularly perform routine assignments alone;

Lead and manage others;

Maintain self control in adverse conditions;

Gain cooperation through discussion and persuasion;

Operate a City vehicle;

Maintain records and prepare reports;

Communicate clearly and concisely, both orally and in writing;

Appear for work on time;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain effective working relationships with City employees and the public.

This position will work a varying schedule of hours that will include early mornings, nights, weekends, and holidays.

**EXPERIENCE AND TRAINING:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two (2) years of related work experience involving heavy public contact.

**Training:** Equivalent to graduation from high school supplemented by coursework in Administration of Justice, Park Management or security procedures.

**LICENSE OR CERTIFICATE:**

Possession a valid Class "C" California driver's license. A standard first aid certificate and CPR certificate must be obtained within six (6) months of employment. PC 832 training (56 hours) must be completed within six months of employment.