



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

POSITION: Ranger Manager

STATUS: Full-time, Exempt

GRADE: 105

PAY RANGE: \$64K – \$73K

POSITION SUMMARY: Manages the Ranger Dept. while also serving as a patrolling Ranger. As a Ranger: enforces regulations, protocols and policies on Conservancy properties. This is a role designed for skilled public safety assignments, 4-wheel drive training, administration, operational, fire training, first aid training, CPR/defibrillator training, maintenance, landscape, naturalist training, hiking, camping and general land management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Tasks include, but are not limited to, the following:

- Manage and coordinate all aspects of the Ranger Department and the personnel:
 - Plan all shifts and schedule staff and volunteers in coordination with tower site visits and filming.
 - Complete and approve payroll and timecard entries in ADP.
 - Ensure Rangers' daily activities forms are completed and turned in; enter data into Excel to accumulate monthly, quarterly and annual statistics.
 - Prepare and execute budgets; identify funding opportunities.
 - Complete all purchases needed for dept. in accordance with approved budgets and ensure vouchers are processed with the help of COO's admin assistant.
 - Establish strategy and goals for department, develop policies and procedures, conduct quarterly 1:1s, counsel and coach as needed, manage performance review process, make hire/ fire decisions, etc.
 - Be the first point of contact for outside agencies (LA County Fire and Sheriff and City Fire) to contact and coordinate with Conservancy Rangers
 - Liaison with other Conservancy departments regarding coordination of Ranger services
 - Support the annual All Camps and All Tours meetings by developing presentation content for the meeting and facilitating delivery of the presentation.
 - Support the development and rollout of new processes to streamline and improve the operation of the Ranger Dept, including transport request process, citation tracking, incident reporting, vehicle policy, etc.
 - Work with other departments across the Conservancy to support the administration and management of AEDs, fire extinguishers, and first aid kits as needed.
- As a patrolling Ranger:
 - Patrol no less than 25% of Conservancy property on a daily basis with the goal to become the eyes and documenting authority for the Conservancy.
 - Visits various camps and coves during daily patrols.
 - Wear an approved uniform and present the Conservancy in a professional manner.
 - Respond to emergency situations and provide first response first aid. Perform search and rescue operations when needed. Notify and/or assist the Sheriff's Department, Paramedics and Fire Departments as needed.
 - Investigate accidents, trespassing, vandalisms, and theft reports. Write an incident report for all matters.
 - Maintain daily logs/records. Develop and maintain records and complete standardized reports (incident reports, warnings and violation reports, etc.).
 - Look for visitors who may need assistance or to protect personal/public/land

management safety. Enforce all Conservancy rules and regulations to protect the public and the environment; protect and manage natural resources of the property. Ensure the safety of everyone who enters the Conservancy lands (hiking, biking, by vehicle/boat/air).

- Ensure that all vehicles on Conservancy roads have road permits and are obeying the rules of the roads as set forth by the road permit agreement.
- Perform general animal control (uncontrolled dogs, sick or injured fox, bison, etc.)
- Maintain strong and open daily communications with Director of Recreation (Chief Operating Officer in their absence), Chief Operating Officer, Facilities Manager, and if newsworthy in nature the CEO and Chief Development Officer.
- Operate Conservancy vehicles, 4wd vehicles, and light equipment. Transportation of vendors and supplies. Proper use of tools and supplies in the performance of assigned duties.
- Present a safety first approach, follow all rules and set an example of stewardship for others to follow.
- Must be willing to have adjusting work shifts, work odd hours, weekends, and holidays as necessary to maintain staffing goals based on Conservancy needs, events, and special assignments.
- Directs the work of seasonal, volunteer, and part time Rangers as required. Assists in recruiting qualified Volunteer Reserve Rangers and indoctrination and training of Reserve Rangers. Scheduling, timekeeping and ongoing training of Reserve Rangers. Maintain Reserve Ranger equipment.

In addition to the ESSENTIAL DUTIES AND RESPONSIBILITIES, the Ranger Manager is also responsible for the following:

- Explain and interpret Conservancy property features, animal awareness training, public safety protocols, cleanliness training and natural history of Catalina Island and Conservancy resources.
- Perform administrative tasks as directed; operate standard office equipment, radios, and safety gear.
- Perform normal duties, special assignments, and other duties as assigned. Communicate with a wide variety of staff, members, stakeholders, County/City officials and Conservancy vendors and visitors.
- Maintain all security gates and locks on Conservancy property and re-key locks when needed.
- Perform the first step in maintenance/safety/cleanliness/review of roads and property.
- Perform public safety and logistics for special public and third party events.
- Knowledge of local ecology, wildlife, natural resources and Conservancy policies/practices.
- Maintain all first aid kits and fire extinguishers Conservancy wide. Reports to safety committee.
- Provide safety programs including CPR, First Aid, and Defibrillator trainings.
- Provide outreach safety and driving programs for camps on Conservancy property.
- Report any damages or missing interior road and trail signs. Promote road safety. Report and communicate road closures due to natural disaster or maintenance activity.
- Perform four-wheel drive training and complete appropriate paperwork for staff, volunteers, interns, etc.
- Attend training activities from outside agencies.
- Work closely with management to provide safe access to leased property for vendors who must perform work inside of Conservancy property lines. Document work completed, grant locked access and report completion of work with timelines to Director of Leases/Property Manager by next business day.
- Facilitate access to leaseholders to their equipment as required and approved by Director of Leases.
- Provide observations of volunteer work crews, staff, and commercial workers to Conservancy management to best meet the needs, goals, business practices and safety of work done on Conservancy land.
- Maintain Ranger trucks and request service/maintenance from facility department.
- Deer Hunting: Insure that all hunters are abiding by Conservancy policies and California Fish and wildlife Laws.

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS: Service-oriented towards Conservancy guests, and willing to provide assistance whenever requested. First Aid, CPR and Automated External Defibrillator (AED) trained, actively certified to train preferred.

832 P.C. Arrest and Control Certification. Currently hold an Emergency Medical Technician (EMT) Certificate, or successfully obtain a certificate within the first year of employment.

COMPLEXITY/PROBLEM SOLVING: The position of Ranger is highly visible to the Conservancy's visitors, guests, and island residents. As such, the Ranger must be uniform in appearance and perform duties in a very responsible and professional manner. Ranger must maintain a calm demeanor in stressful or emergency situations and analyze situations accurately and without opinion to adopt an effective course of action.

COMMUNICATIONS/INTERPERSONAL CONTACTS: Ranger is a voice of authority representing the Catalina Island Conservancy goals, mission, policies and practices. Ranger should possess strong interview and investigation skills and use techniques and methods of conflict management/resolution. Rangers must deal tactfully and effectively with public, stakeholders, staff, volunteers, public agencies and vendors. The Ranger is expected to work in a cooperative spirit with other agencies, such as the Los Angeles County Sheriff's Department and County and Avalon Fire Departments, when investigating or responding to emergency situations. Use of general investigative procedures and a solid understanding of the Conservancy's property, including existing roadways, trails, campgrounds, shorelines, etc. is very important to effectively perform the duties of this position.

Two (2) years of customer service experience required. Incumbents must have a working knowledge of off-road terrain like Catalina Island. You must have the ability to use both manual and power tools. CPR/first aid certification is required. Search and Rescue/Emergency Responder skills/abilities are also required. Possession of a valid California drivers' license is required as well as experience driving a 4- wheel vehicle.

Preferred: Current Emergency Medical Technician (EMT) certificate at the time of hire.

DEMANDS:

- **Employee must live and work on Catalina Island.**
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The office environment has moderate noise levels and is a non-smoking environment. Field conditions are strongly weather- dependent and may be hot, dusty, cold, muddy, and/or wet depending on season and degree of exposure. Smoking is allowed only at limited designated field sites. Work may be conducted independently or with groups of staff and volunteers. Hiking conditions include steep, rugged terrain with occasionally unstable rocky substrate with dense stands of poison oak and cactus. Wild animals, including bison and rattlesnakes, may also be encountered in the field and pose some threat.
- 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. Position involves functioning in both field and office environments. Field work involves manual labor; hiking long distances over rugged terrain and through dense scrub; and routine handling of plants. Fieldwork requires the ability to drive project vehicles both on and off road, work in and around helicopters, and handle pesticides.
- The employee must backpack, lift and/or move up to half their body weight. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- Conduct all operations according to accepted safety standards and established protocols, and acts to avoid potential safety incidents and assures that field crews follow all applicable protocols and standards.

COMPENSATION & BENEFITS: The upper portion of the salary range is typically reserved for existing employees who demonstrate strong performance over time. Starting salary will vary by qualifications, and prior experience. We pay competitively in the nonprofit space and offer a robust benefits package.

APPLICATION REQUIREMENTS: Please submit the following documents, preferably in a single PDF file, via email to jobs@catalinaconservancy.org: 1) Cover Letter 2) Resume 3) Salary Requirements

Catalina Island Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.