STATE OF OREGON
POSITION DESCRIPTION

Agency  Oregon Parks and Recreation Department
Region: Valley  Management Unit: Silver Falls

Position Description Status  ☑ New  ☐ Revised

SECTION 1. POSITION INFORMATION

Employee Name  Vacant
Supervisor Name  Dennis Lucas
Effective Date  07/01/93
Classification Title  PARK RANGER SUPERVISOR
Classification Number  X8440
Working Title  Park Ranger Supervisor
Work Location (Park)  Silver Falls State Park

POSITION  ☑ Permanent  ☑ Full-Time  ☐ Limited Duration  ☐ Academic Year
☐ Seasonal  ☐ Part-Time  ☐ Intermittent  ☐ Job Share

FLSA  ☑ Exempt  ☐ Non-Exempt
IF EXEMPT:  ☑ Executive  ☐ Yes
☐ Professional  ☐ No
☐ Administrative

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.

OPRD Mission: Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to “Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations” by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. The 2015-17 legislatively approved budget includes 576.26 full-time equivalent employees located in the Salem headquarters office and three operating regions statewide. OPRD serves more than 44 million visitors per year with a biennial budget of $201 million.

The Valleys Region is one of three operating regions within the OPRD Operations Directorate. The Valleys Region consists of two districts, and ten management units that maintain park facilities; provide visitor services and on-site management to OPRD properties in 12 Oregon counties. The Valleys Region has 69 parks, waysides and recreational area properties and the Willamette River Greenway (95 parcels). Facilities and programs include eleven overnight camps and fifteen primary day-use areas, various hiker/biker, horse and group camps, concessions, agricultural leases, State Recreation Trails and Scenic Waterways, historic buildings and volunteer groups, recreation and visitor service programs. The region staff
consists of approximately 200 year-round and seasonal FTE, and operates with a biennial budget in excess of $22 million dollars.

Willamette District Provides oversight and supervision through subordinate Park Managers of the full range of operational activities of state parks within the Willamette district. The Willamette District consists of 4 Management Units composed of 12,000 acres in Marion, Polk, Yamhill, Lane, Linn and Benton Counties. The Willamette District receives approximately 4 million day visits and 64,205 camper nights annually. The annual revenue from the unit is approximately $1.4 million. The biennial maintenance and operation budget is approximately $5,331,405. There are 27 full-time positions and 33 seasonal positions. Approximately 31,000 volunteer hours are donated each year.

The Willamette District has over 153,000 Maintenance Management Plan (MMP) hours. MMP hours are a nationally recognized standard of performance in the parks and recreation industry. As such, MMP hours serve not only as an index of the size of any sub-unit in a parks department, but also as a measure of its complexity. The MMP hours, combined with other park operational elements, determine the level of operational and management complexity, resulting in the classification level for OPRD Park Managers and Park District Managers. Operational elements can include but are not limited to: sophisticated facilities and complex infrastructure development; a high number of properties, FTEs and positions; a great amount of budget, revenue, day use and overnight visitation; a presence of Threatened and Endangered plant and animal species, and above- and below-ground resources listed on the National Register of Historic Places; a presence of OPRD co-operating associations, intergovernmental or other agreements; or a combination thereof.

The Silver Falls Management Unit is composed of the following properties: Silver Falls State Park which totals 9064 acres in Marion County. There are 100 campsites and 500 picnic units, which receive approximately 1.4 million day visits and 68,000 camper nights annually. The annual revenue from the unit is approximately $632,000. The biennial maintenance and operation budget is approximately $2.3 million. There are 10 full-time positions, 13 seasonal positions, and up to 6 temporary workers. Approximately 30,000 volunteer hours (11 FTE) are donated each year to visitor service programs.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

provide direct, day-to-day supervision of paid permanent, seasonal and temporary employees and volunteer staff in the protection of state park lands, natural and cultural resources, and in the maintenance, operation and repair of state park structures, facilities, equipment and utility systems as an assistant to a Park Manager 3 in the largest OPRD management units, or semi-independently in the smallest of OPRD’s management units.

SECTION 3. DESCRIPTION OF DUTIES

<table>
<thead>
<tr>
<th>List position's major duties, stating percentage of time for each duty.</th>
<th>N</th>
<th>New</th>
<th>R</th>
<th>Revised</th>
<th>NC</th>
<th>No Change</th>
<th>E</th>
<th>Essential Functions</th>
<th>NE</th>
<th>Non-Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of time</td>
<td>N/R/NC</td>
<td>E/NE</td>
<td>DUTIES</td>
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</tr>
<tr>
<td>50%</td>
<td>R</td>
<td>E</td>
<td>STAFF SUPERVISION</td>
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</tbody>
</table>

- Directly plan and supervise the maintenance, operation and interpretation, rehabilitation and construction activities for all park properties within the management unit. Crews may consist of permanent, seasonal, and/or temporary State Park employees, Oregon Youth Corps, Department of Corrections inmates, juvenile inmates, court appointed volunteers, private employment agency clients, cooperating association members and other group or individual volunteers. Specific duties may include: prioritizing the tasks to be accomplished and planning the means for their accomplishment; developing work schedules and assigning and reassigning tasks to accomplish prescribed work; giving direction concerning work procedures and transmitting established standards of performance to workers or team leaders; insuring that materials and equipment to complete the tasks are on hand; reviewing work of employees for conformance to standards and assessing workers' performance.
- Supervise the implementation and operation of OPRD revenue programs, including camp site reservation/registration, group and club camping, day use fee collection and group picnic reservations, yurts and special events.
- Support the OPRD’s affirmative action plan and maintain a work environment free from harassment and discrimination; promptly investigate complaints.
### SECTION 3. DESCRIPTION OF DUTIES

**List position’s major duties, stating percentage of time for each duty.**

- **N** New
- **R** Revised
- **NC** No Change
- **E** Essential Functions
- **NE** Non-Essential Functions

<table>
<thead>
<tr>
<th>% of time</th>
<th>N/R/NC</th>
<th>E/NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>R</td>
<td>E</td>
</tr>
</tbody>
</table>

#### DUTIES

- Participate in hiring interviews and recommend hiring of year-round and seasonal staff.
- Provide orientation and training for new employees; provide employee development and safety training opportunities for all employees. Encourage continuing education in resource management, technical knowledge and safety, communication and interpersonal skills. Monitor CEU requirements for employees’ licenses and certificates.
- Complete performance evaluations for seasonal and permanent employees based upon their success in achieving agreed-upon objectives.
- Insure that staff complies with OPRD policies and procedures.
- Initiate performance improvement plans and disciplinary actions.
- Conduct business according to the current SEIU/OPRD contract; respond to grievances at level 1.

#### PROJECT/PROGRAM MANAGEMENT

- Conduct boundary inspections for trespass violations; inspect properties for negative impacts to natural and cultural resources.
- Maintain an appropriate inventory of maintenance and operations supplies and materials.
- Write materials or work specifications, obtain quotations, purchase materials or authorize work based upon state purchasing policy.
- Dispose of surplus property by following approved procedures.
- Develop specific plans, including: employee, material, equipment and budget needs, for the completion of all management unit projects and programs.
- Provide opportunities for and actively seek volunteer participation in park maintenance and operations projects and visitor services programs. Work with Friends groups, Partners-in Parks, camp hosts, extended service hosts and volunteer individuals or groups to supplement paid staff. Provide training, materials, tools and equipment where necessary.
- Provide training, materials, tools and equipment to volunteers to enable them to accomplish their work.
- Research and promote the most efficient and cost effective methods of park maintenance and operations while ensuring that OPRD maintenance standards are met on all facilities and properties. Insure that accurate methods are used to monitor the inventory and condition of equipment, facilities, and utility systems, natural and cultural resources.
- Oversee difficult or complex assignments in landscape maintenance, facility and utility system maintenance, repair and rehabilitation and new construction. Such assignments may require blueprint and contract reading, carpentry, plumbing, electrical wiring, masonry, asphalting, painting and other construction knowledge or skills.
- Work with the park manager and OPRD staff to effectively manage natural and cultural resources within OPRD guidelines and in a manner which will protect resource values, especially native plants and rare, threatened and endangered species, significant wetlands, and cultural or historic properties contained on park lands within the Silver Falls Management Unit.
- Inspect park properties and facilities to identify potential hazards; take appropriate and necessary measures to eliminate or mitigate hazards.
- Insure that data and photographs concerning assets and projects in HUB is current.
- Use HUB as a planning and scheduling tool for maintenance and construction activities within the Silver Falls Management Unit.
- Insure that completed maintenance and construction activity data is entered in HUB.
- Perform other duties as required or assigned.
- Liaison to concession contractor or designated concession staff to coordinate project development and oversight.
## SECTION 3. DESCRIPTION OF DUTIES

List position’s major duties, stating percentage of time for each duty.

<table>
<thead>
<tr>
<th>% of time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>R</td>
<td>E</td>
<td>VISITOR SERVICES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Develop special events and programs, in cooperation with OPRD and Region Visitor Services Teams, to attract park visitors and provide recreational opportunities and the interpretation of natural and cultural resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Obtain visitor compliance with park area rules and regulations. Issue written warnings and park citations and notices of exclusion as necessary.</td>
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<tr>
<td></td>
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<td></td>
<td>• Insure that factual, interesting information about local attractions and OPRD properties and programs is provided to park visitors, news media, service clubs and civic organizations. <strong>Note:</strong> &quot;Jr. Ranger&quot; and evening &quot;campfire&quot; programs are in major campgrounds during the summer season.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Inspect park properties and facilities to identify potential hazards; take necessary measures to eliminate or mitigate hazards.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Explain park rules and regulations to park visitors;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Seek voluntary visitor compliance with park area rules and regulations; issue verbal and written warnings as necessary;</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Issue citations for rule violations as necessary; prepare related reports; testify in court as required;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Issue notices of exclusion as needed.</td>
</tr>
</tbody>
</table>

10% R NE OFFICE OVERSIGHT

- Supervise office activities to insure that various field reports are prepared in a timely and accurate manner, including: payroll, periodic and special operations reports, purchasing documents, cash handling and revenue reporting procedures.
- Maintain timely and accurate equipment service records, safety inspection reports, hazardous tree surveys, capital inventory and other records as required.
- Plan the management unit goals and objectives and budget, including staffing, maintenance and operations, new construction, repair and restoration, acquisition, capital and fleet equipment needs.
- Insure that budget expenditure controls, monitoring systems, purchasing and contracting procedures are followed.
- Participate in meetings with the region leadership team; communicate frequently with the district and region managers in person, by phone, e-mail, fax or memo to review progress toward management unit, district, region and agency goals and objectives.
- Insure that park areas have up-to-date maintenance and operations plans including: emergency procedures, water and sewer system maintenance plans, integrated pest management programs and preventative maintenance programs.

Responsible for achieving the Department’s Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.

100%
SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work is performed in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Occasionally works in office operating computers and other office equipment. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position, including emergency response situations. Walks up and down inclines and stairs, over rough, uneven, and slippery terrain or paved surfaces and over distances up to 5 miles. Works in stairwells and on ladders, scaffolds, and rooftops. Reaches above shoulder level and occasionally works on hands and knees. Bends, stoops, crouches, kneels, crawls, climbs, twists, pushes and pulls in regular performance of duties. Drives a variety of motorized vehicles. Maneuvers, manipulates, and operates hand and powered tools and heavy equipment. May sit or stand for long periods of time. May lift and move up to 50 pounds on a regular basis and up to 100 pounds or more with assistance. May work in congested work areas, confined spaces and remote locations. Frequently interacts with the public. Occasionally works alone, within phone or radio communication. Works and supervises various shifts including split, evenings, weekends, holidays, and long hours on short notice. Travels overnight to other parks, headquarters, or other agency facilities for training and meetings. May be exposed to environmental and chemical hazards, allergens, and odors standard to area of assignment, such as high noise, chemicals, and fumes requiring safety controls. Cleans up and disposes of human-generated waste, animal waste and carcasses. May be exposed to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.


b. How are these guidelines used?

These guidelines form the basis for interacting with employees, the public and with other government agencies; for dealing legally and effectively with situations which arise in the management of park properties. They are used to determine the priorities and procedures needed to accomplish management unit activities and objectives. They describe the relationship of field operations to other divisions and programs within OPRD.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other OPRD Staff and Volunteers</td>
<td>In person, by mail, e-mail or telephone</td>
<td>Give and receive information, seek guidance, coordinate work</td>
<td>Daily</td>
</tr>
<tr>
<td>Federal, state, county and local officials and agency representatives</td>
<td>In person, by mail, e-mail or telephone</td>
<td>Give and receive information, seek guidance, coordinate work</td>
<td>Daily</td>
</tr>
<tr>
<td>Law enforcement representatives</td>
<td>In person, by mail, e-mail or telephone</td>
<td>Assist or receive assistance in enforcing Park Area Rules</td>
<td>As needed</td>
</tr>
<tr>
<td>Park Visitors</td>
<td>In person, by mail, e-mail or telephone</td>
<td>Give information or assistance, enforce Park Area Rules</td>
<td>Daily</td>
</tr>
<tr>
<td>Merchants and contractors</td>
<td>In person, by mail, e-mail or telephone</td>
<td>Order materials, obtain price quotations, administer contracts</td>
<td>As needed</td>
</tr>
</tbody>
</table>
SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

After frequent consultation and planning with the Park or District Manager, decisions are made relating to the means, methods and personnel for accomplishing the day-to-day operation and maintenance of park properties within the management unit, including assigning and reassigning specific tasks, insuring conformance of work to established standards, employee performance evaluation, purchasing and budget control, employee and visitor safety and the effective use of materials and equipment; effectively recommending employee hiring and disciplinary actions.

These decisions result in well-maintained park facilities for public use and enjoyment; and a safe, productive work environment for the management unit employees.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position Number</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Manager</td>
<td>Dennis Lucas, Pl #4711010</td>
<td>In person and by written annual evaluation</td>
<td>Annually or at the completion of an assignment.</td>
<td>The work is reviewed for context, quantity, quality and conformance to department policy, procedures and success in achieving program goals and objectives.</td>
</tr>
</tbody>
</table>

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 20
b. How many employees are supervised through a subordinate supervisor? NONE

b. Which of the following activities does this position do?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares & signs performance evaluations
SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

Background check and driving record must meet OPRD standards at the time of hire and throughout employment.
Must possess a valid driver’s license at the time of hire.
Must wear OPRD-supplied uniform and comply with appearance code when on duty.
Must comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, and policies.
Must obtain Oregon Driver’s License, First Aid/CPR Certification and OPRD Enforcement Officer Status after appointment.
Must respond to after-hour emergencies in the park, as needed.
Must obtain the following after appointment:
- Oregon Wastewater Treatment & Collection Certificate (backup to Park Ranger 2)
- Cultural Resource Training
- Chainsaw safety and Operation
- Highway Flagging Training

The person in this position must have:
- Skill in the use of a personal computer.
- Skill in determining the methods, means and personnel (year-round, seasonal, volunteer, inmate crew) by which park operations are to be conducted.
- Skill in assigning work to be done.
- Skill in evaluating the quality and quantity of park maintenance and operations work performed by direct report personnel.
- Skill in providing performance feedback to direct report personnel.
- Skill in preparing park-related reports, for example: revenue, day and overnight use, incident analysis.
- Skill in overseeing the safe use of tools, material and equipment associated with landscape and building maintenance.
- Skill in leading work requiring the performance of plumbing, carpentry, painting, grounds keeping tasks.
- Skill in leading work related to the interpretation, conservation, preservation and rehabilitation of natural, cultural or historic resources.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennal amount ($00000.00)</th>
<th>Fund type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and Operations</td>
<td>$2,341,384</td>
<td>Other Funds</td>
</tr>
<tr>
<td>Facility Investment Strategy</td>
<td>$0</td>
<td>Park and Natural Resource (Lottery)</td>
</tr>
</tbody>
</table>
Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number. (Classification specification and salary information can be found at http://www.oregon.gov/cgi-bin/ccrt.cgi?pg=ccrt.)

Next Level Class Title

District Park Manager 2, Ross Kihs, Pl #4711066 (Rotation)

Supervisor's Class Title

Park Manager 3, Dennis Lucas, PI #4711010

Employee's Class Title

Park Ranger Supervisor, , Vacant, PI # 4711079

Class Titles of those directly supervised by employee and the PI numbers of the employees in each class title

Park Ranger Assistant, Class C8433, SR 12, PI# 4712059 PI# 4712061 PI# 4712069 PI# 4712031 PI# 4712052 PI# 4712086 PI# 4712060 PI# 4712089 PI# 4712012 PI#4712088 PI#4722150 PI# 4722172 PI# 4712054

Park Ranger 1, Class C8434, SR 18, PI #4711002 PI #4711004 PI #4711044 PI # 4711047 PI # 4721124

Park Ranger 2, Class C8435, SR 20, PI # 4712027 PI # 4731079 PI# 4711037

Class Titles of other jobs reporting to the same supervisor and the PI numbers of the employees in each class title.

Park Specialist, Class C8445, SR17,PI #:4721157
### SECTION 12. SIGNATURES

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointing Authority Signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>