STATE OF OREGON
POSITION DESCRIPTION

Agency Oregon Parks and Recreation Department

Region Mountain Management Unit Farewell Bend

Position Description Status ☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

Employee Name Vacant
Supervisor Name Jim Hutton
Effective Date 07/01/93
Classification Title Park Manager 2
Classification Number X8442
Working Title Management Unit Manager
Work Location (Park) Farewell Bend State Park

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

FLSA ☒ Exempt ☐ Non-Exempt

IF EXEMPT:
☒ Executive
☐ Professional
☐ Administrative

ELIGIBLE FOR OVERTIME:
☐ Yes ☒ No

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. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through the vision of “Taking the long view to protect Oregon’s special places and provide the greatest experience while creating stable future funding”. OPRD upholds its mission and vision through the following operating principles: Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being. The agency’s current approved budget information can be found at www.oregon.gov/oprd under Budget & Facts.
REGION:
Mountain Region is one of three field operation areas within the OPRD Operations Division. Region employees in 14 management units maintain park facilities, and provide visitor services and on-site management to OPRD properties in 19 Oregon counties. Mountain Region has 44 parks, waysides and recreational area properties. Facilities and programs include 25 overnight camps and 43 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 184 year-round and seasonal positions equivalent to 113.74 FTE, and operates with a biennial budget in excess of $18 million dollars.

EASTERN DISTRICT:
The Eastern District of OPRD is comprised of 4 management units (MU’s) namely Blue Mountain MU, Clyde Holliday MU, Farewell Bend MU and Wallowa Lake MU. The MU’s total 15,360 acres and is one of three districts within the Mountain Region of OPRD. District employees maintain park facilities; provide visitor services and on-site management to OPRD properties in Baker, Grant, Harney, Malheur, Union, Umatilla and Wallowa counties. There are 30 parks, waysides, State scenic corridors and recreational area properties. Facilities and programs include 660 campsites and 424 picnic areas, various hiker/biker, horse and group camps, concessions, agricultural leases, trails, scenic biways/waterways and historic buildings. The District receives approximately 1.9 million day use visits and 175,500 overnight visits per year bringing in revenue of a million dollars with an operating budget of 5.3 million. The district staff consists of 22 year-round positions with 40 seasonal positions and over 23,000 volunteer hours – the equivalent of 11 full-time positions.

Management Unit:
Farewell Bend Management Unit consists of approximately 7,000 acres in Baker and Malheur Counties. The Farewell Bend Management Unit is composed of the following properties: Farewell Bend State Recreation Area, Crooked Creek State Natural Area, Lake Owyhee State Park, Ontario State Recreation Site, Succor Creek State Natural Area, and Lonesome Willow State Natural Area. There are 232 campsites and 84 picnic units, which receive approximately 212,276 day visits and 22,466 camper nights annually. The biennial maintenance and operation budget is approximately $1.3 million. There are 6 full-time positions and 9 seasonal positions. Approximately 3209 volunteer hours (1.6 FTE’s) are donated each year.

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:

Perform, conduct and oversee a variety of tasks in order to protect, maintain, operate and repair state park lands, natural and cultural resources, structures, facilities, equipment and systems by using skills in building trades, including carpentry, electrical, plumbing, painting and landscape maintenance, as well as specialized program skills (e.g.: resource interpretation, cultural and natural resource restoration, utility infrastructure operation, park rule enforcement, etc.) related to the maintenance and operations of OPRD programs and properties within the Farewell Bend Management Unit.

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>35%</td>
<td>R E</td>
<td>STAFF SUPERVISION</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Directly provide guidance and oversight for 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; Oversight of 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 ranger supervisor; insuring that materials and equipment to complete the tasks are on hand; reviewing work of employees for conformance to standards and assessing workers’ performance.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Provide weekly review for the operation of OPRD revenue programs, including campsite reservation/registration, group and club camping, day use fee collection and group</td>
<td></td>
</tr>
</tbody>
</table>
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<th>DUTIES</th>
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</thead>
<tbody>
<tr>
<td>35%</td>
<td>R</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

- Support OPRD's affirmative action plan and maintain a work environment free from harassment and discrimination; promptly investigate complaints.
- 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.
- Review and approve performance evaluations for seasonal and permanent employees based upon their success in achieving agreed-upon objectives.
- Insure that staff is complying 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 the first level.

PROJECT/PROGRAM MANAGEMENT

- Conduct boundary inspections for trespass violations; inspect properties for negative impacts to natural and cultural resources.
- Oversight of inventory for 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.
- Provide guidance for 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.
- Oversee 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 insuring 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, 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, asphaltling, painting and other construction knowledge or skills.
- Work with district and region managers 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 Farewell Bend 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, projects and maintenance tasks in HUB are current.
- Use HUB as a planning and scheduling tool for maintenance and construction activities within the Farewell Bend Management Unit.
- Insure that completed maintenance and construction activity data is entered in HUB.
- Perform other duties as required or assigned.
### 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>
</table>

10% R E

**VISITOR SERVICES**
- Develop and/or oversee 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.
- Obtain visitor compliance with park area rules and regulations. Issue written warnings and park citations and notices of exclusion as necessary.
- 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. See that “Jr. Ranger” and evening “campfire” programs are in major campgrounds during the summer season.
- Inspect park properties and facilities to identify potential hazards; take necessary measures to eliminate or mitigate hazards.

20% R E

**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.
- Oversight for 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.
- Maintain a current maintenance management plan (MMP) and Project and Facilities Management Plan (PFMS) for all park areas within the management unit.

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 District and Regional 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>District Park Manager 2</td>
<td>4751016</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>

a. How many employees are directly supervised by this position? 14
   How many employees are supervised through a subordinate supervisor? 0

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.
- Required to live in the Farewell Bend State Park residence as a condition of employment.

*(Delete any of the following not required)*

Must obtain the following after appointment:
- Oregon Boater Education Card

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 evaluating the effectiveness of plans and activities and in recommending changes for improvement.
- Skill in communicating effectively with the general public, media, agency and local government officials.
- Skill in developing and maintaining positive working relations with neighboring property owners and mid-level agency representatives.
- Skill in preparing position description documents.
- Skill in working within collective bargaining agreements.
- Skill in preparing moderately-sized biennial management unit budget and operating within budgetary limits.

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

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial amount ($2,084,119)</th>
<th>Fund type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and Operations</td>
<td>$1,734,119</td>
<td>Other Funds</td>
</tr>
<tr>
<td>Facility Investment Strategy</td>
<td>$264,000</td>
<td>Park and Natural Resource</td>
</tr>
<tr>
<td>Sink Funds</td>
<td>$86,000.00</td>
<td>Preventative maintenance-Business</td>
</tr>
</tbody>
</table>
SECTION 11. ORGANIZATIONAL CHART

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.)
<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>