STATE OF OREGON
POSITION DESCRIPTION

Agency Oregon Parks and Recreation Department
Region Valleys Management Unit Southern Willamette
Position Description Status New Revised

SECTION 1. POSITION INFORMATION

Employee Name
Supervisor Name Dennis Lucas
Effective Date
Classification Title PARK MANAGER 2
Classification Number X8442
Working Title Park Manager 2
Work Location (Park) Southern Willamette Management Unit

POSITION
 resolves
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.

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 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.

The Valleys Region is one of three operating regions within the OPRD Operations Directorate. The Valleys Region employees across three districts and ten management units maintain park facilities; provide visitor services and on-site management to OPRD properties in 12 Oregon counties. The Valleys Region has 47 parks, waysides and recreational area properties including the Willamette River Greenway (95 parcels). Facilities and programs include 11 overnight camps and fifteen 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 202 year-round and seasonal FTE, and operates with a biennial budget in excess of $19 million dollars.
The Willamette Valley District consists of 4 Management Units composed of 15,255 acres in Marion, Polk, Yamhill, Lane, Linn and Benton Counties. The Willamette Valley District receives approximately 4.05 million day visits and 164,205 camper nights annually, and has 27 parks, waysides and recreational area properties and the Willamette River Greenway (73 parcels). The annual revenue from the unit is approximately $1.3 million. The biennial maintenance and operation budget is approximately $4,970,276. There are 27 full-time positions and 53 seasonal positions. Approximately 48,869 volunteer hours are donated each year. The district has over 263,000 MMP hours.

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: manage a moderately complex park management unit by supervising staff who will carry out the maintenance and operations tasks, interpretation and recreation programs, resource protection work and administrative requirements of the park management unit, which contains: a high level of facility and infrastructure development; several properties, FTEs and positions; a moderate-to-large budget, revenue, day use count and overnight visitation; the presence of Threatened and Endangered plant and animal species, listing on the National Register of Historic Places of above- and below-ground cultural resources within the parks; the presence of OPRD cooperating associations, and intergovernmental, agricultural or concession agreements; or a combination thereof.
The Southern Willamette Management Unit (SWMU) consists of 4500 acres in Linn, Lane, and Benton Counties. There are 39 campsites and a group camp; eight group picnic areas, which receive approximately 1,050,000 million day visits and 7,000 camper nights annually. The annual revenue from the unit is approximately $135,440. The biennial maintenance and operation budget is approximately $1,729,276. There are 8 full-time positions and 12 seasonal positions. Approximately 5000 volunteer hours are donated each year.

Southern Willamette Management Unit is composed of the following properties:

Alderwood State Wayside  Log Jam Landing
Beacon Landing  Lynx Hollow Access
* Ben and Kay Dorris SRA  Marshall Island Access
Blachly Mountain Forest  OPRD – W52
Blue Ruin Island  OPRD – W53
Blue Ruin Landing  OPRD – W54
Bowers Rock State Park  OPRD – W56
Bristow Landing  OPRD – W82
Buckskin Mary Landing  OPRD – W92
Cascadia State Park
Camas Swale Landing  Browns Landing
Cloverdale Access  Pengra Access
Cougar Mountain Access  Petree Landing
Elijah Bristow State Park  Pisgah Landing
Giddings Creek Landing  River Jetty Landing
Glass Bar Access  Riverside Landing
Gravel Bar Landing  Roger’s Bend Landing
Green Island Landing  Sam Daws Landing
Half Moon Bend Landing  Scandia Landing
Harkens Lake North Landing  Seavy Landing
Harkens Lake South Landing  Simpson Lakes Access
Hoacum Island Landing  Truax Island Access (Colorado Bar)
* Jasper Bridge Access  Washburne State Wayside
* Jennie B. Harris SRS  Whitely Landing
Junk Yard Landing  Willis Refuge
Kiger Island Access  Christensen’s Landing
Log Jam Access  Winberry
Jasper Recreation Site  Free Meadow
Lowell State Recreation Site  Fisherman’s Point
Dexter State Recreation Site  Cascara
Fall Creek SRA  Half Moon Bend Upstream
North Shore  Lakeside 1
Lakeside 2  Thompson’s Mills SHA

* Lane County leases from OPRD and provides maintenance.

The Southern Willamette Management Unit has a total of 63,539 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: facility and infrastructure development; fewer properties, FTEs and positions; budget, revenue, day use count and overnight visitation; Threatened and Endangered plant and animal species and above- and below-ground resources listed on the National Register of Historic Places; OPRD co-operating associations, intergovernmental or other agreements; or a combination thereof.

SECTION 3. DESCRIPTION OF DUTIES
<table>
<thead>
<tr>
<th>% of time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>R</td>
<td>E</td>
<td>STAFF SUPERVISION</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 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, &quot;Friends&quot; members and other group or individual volunteers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Supervise individuals and teams directly or through subordinates. Specific duties may include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Prioritizing the tasks to be accomplished and planning the means for their accomplishment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Developing work schedules and assigning and reassigning tasks to accomplish prescribed work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Giving direction concerning work procedures and transmitting established standards of performance to workers or team leaders.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Insuring that materials and equipment to complete the tasks are on hand.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Reviewing work of employees for conformance to standards and assessing workers' performance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 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, cabins and special events.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Support the OPRD's affirmative action plan and maintain a work environment free from harassment and discrimination; promptly investigate complaints.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Participate in hiring interviews and recommend hiring of year-round and seasonal staff.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Complete performance evaluations for seasonal and permanent employees based upon their success in achieving agreed-upon objectives.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Insure that staff comply with OPRD policies and procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Initiate performance improvement plans and disciplinary actions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Conduct business according to the current SEIU/OPRD contract; respond to grievances at the first level.</td>
</tr>
<tr>
<td>40%</td>
<td>R</td>
<td>E</td>
<td>PROJECT/PROGRAM MANAGEMENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Conduct boundary inspections for trespass violations; inspect properties for negative impacts to natural and cultural resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Maintain an appropriate inventory of maintenance and operations supplies and materials.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Write materials or work specifications, obtain quotations, purchase materials or authorize work based upon state purchasing policy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Dispose of surplus property by following approved procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Develop specific plans, including: employee, material, equipment and budget needs, for the completion of all management unit projects and programs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Provide training, materials, tools and equipment to volunteers to enable them to accomplish their work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Research and promote the most efficient and cost effective methods of park maintenance and operations while insuring that OPRD maintenance standards are met.</td>
</tr>
</tbody>
</table>
### 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>
</tr>
</thead>
</table>

- **DUTIES**

  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, asphalting, painting and other construction knowledge or skills.
  - Work with the 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 Southern Willamette Management Unit.
  - Inspect park properties and facilities to identify potential hazards; take appropriate and necessary measures to eliminate or mitigate hazards.
  - Perform other duties as required or assigned.

  **VISITOR SERVICES**

  - Develop special events and programs, in cooperation with OPRD and Valleys Region Visitor Experience Teams, to attract park visitors and provide recreational opportunities and the interpretation of natural and cultural resources.
  - Insure that visitor compliance with park area rules and regulations is obtained. May issue written warnings and park citations 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.

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

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, pulls, pushes and lifts 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. May interact frequently 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.

Decisions are made concerning the means and methods for accomplishing the long- and short-term operation and maintenance goals of the park properties within this moderately complex management unit of 40,000 MMP hours or less. These include but are not limited to: $1.2 - $1.8 million biennial budget controls, including the purchase of individual items costing less than $10,000; maintenance, repair, restoration and new construction projects; resource protection and interpretation; personnel issues involving hiring, work scheduling, training and leave requests, performance evaluation and improvement, Level 1 complaint and grievance resolution, and progressive discipline for approximately 20 FTE employees; law enforcement, employee and visitor safety issues; the use of volunteer groups and individuals, community outreach programs, and media relations.

These decisions provide visitors to the parks in this management unit with well-maintained, safe park facilities and the opportunity for memorable outdoor recreation experiences. These decisions also result directly in high employee morale and cost effective productivity.

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>4751038</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? 19
   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.

(Delete any of the following not required)
Must obtain the following after appointment:

- The person in this position must have:
  - Skill in determining the methods, means and personnel by which park operations are to be conducted.
  - Skill in assigning work to be done.
  - Skill in evaluating the quality and quantity of 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 ($1,872,929)</th>
<th>Fund type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and Operations</td>
<td>$1,872,919</td>
<td>Other Funds</td>
</tr>
<tr>
<td>Employee Signature</td>
<td>Date</td>
<td>Supervisor Signature</td>
</tr>
<tr>
<td>--------------------</td>
<td>------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Appointing Authority Signature</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>