



# STATE OF OREGON POSITION DESCRIPTION



**Agency:** Oregon Parks and Recreation Department

**Location:** Salem      **Management Unit:** Park Development

**Position Description Status**    New    Revised

- Classified Represented
- Classified Unrepresented
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

## SECTION 1. POSITION INFORMATION

**Employee Name** Vacant

**Position Number** 4771002

**Supervisor Name** Scott Nebeker

**Agency Number** 63400

**Effective Date** \_\_\_\_\_

**Position Revised Date** 04-06-15

**Classification Title** Principal Executive Manager E

**Classification Number** X7008

**Working Title** Engineering Manager

**Work Location (City-County)** Salem-Marion

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

**FLSA**       Exempt      **IF EXEMPT:**      **ELIGIBLE FOR OVERTIME:**  
 Non-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.**

The Oregon Parks and Recreation Department (OPRD) fulfills a mission to "provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations." It does so by building, operating, and maintaining a system of state parks across Oregon; by managing special programs including scenic waterways, natural areas, ocean shores, recreational trails, and historic preservation; and by providing assistance to local governments for recreation and heritage conservation. The 2013-15 legislatively approved budget included 592 full-time equivalent employees primarily stationed across three operating regions statewide and at the Salem headquarters office. OPRD provides services to support more than 42 million park visits each year with an agency biennial budget of \$209.4 million. The department oversees a statewide park system of 360 park areas with 51 campgrounds across a holding of over 102,000 acres.

The vision of the Engineering Division is to support great park experiences by providing staff with engineering, architectural, and project management services.

Functions:

- Lead the delivery of park improvement projects (major maintenance and enhancement) from conception, through scoping, design and construction, to completion in a team environment using the standard project management approach.
- Manage the long-term, park enhancement plan for the state park system.
- Support Region Division staff in determining priorities to recommend for major maintenance and enhancement.
- Provide project management services and promote the project management profession within the Department.
- Provide engineering consultations to Region Division and other department headquarters division staff.
- Develop standard and project-specific designs for state park facilities and infrastructure internally or by management of consultants.
- Provide technical support to Region Division staff for product design and specifications and maintain standards.
- Provide all aspects of surveying especially as needed for projects and boundary management in support of land acquisition and Region Division staff.
- Develop sustainability and natural resource protection into facility design and construction projects in coordination with Park Stewardship Division staff.
- Coordinate the acquisition of grant funding for park improvement projects related to the state park system.

**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:**

- Lead Engineering Division and delivery of FIP program
- Supervise staff
- Serve as OPRD Chief Engineer
- Foster environment of successful project delivery in a collaborative environment with park staff, engineering staff, consultants and contractors, permitting agencies. This includes close involvement with critical projects.
- Advocating for greener way of doing business and building things that last.

**SECTION 3. DESCRIPTION OF DUTIES**

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

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

<b>% of time</b>	<b>N/R/NC</b>	<b>E/NE</b>	<b>DUTIES</b>
10	NC	E	<p><b>Representing and Coordinating</b></p> <ul style="list-style-type: none"> <li>• Represent the department by participating in or coordinating interagency committees and task forces. In addition, acts as a consultant to all levels of agency managers in the areas of engineering, design, project management and survey.</li> </ul>
25	R	E	<p><b>Utilizing Human Resources and Supervising Employees</b></p> <ul style="list-style-type: none"> <li>• Assure that Engineering staff are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner.</li> <li>• Project the number and types of staff needed and use various personnel management system components (e.g., recruitment, selection, promotion, performance appraisal) to achieve agency goals and objectives.</li> <li>• Perform supervisory duties including: interviewing, selecting and hiring new subordinate employees; providing or arranging for training of subordinate employees; evaluating</li> </ul>

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**E** Essential Functions  
**NE** Non-Essential Functions

**% of time**   **N/R/NC**   **E/NE**

**DUTIES**

performance; making determinations regarding performance measures and management issues; approving or denying recommendations from subordinate employees on personnel actions.

- Delegate work to be done by subordinate employees and be accountable for the results.
- Review work to insure that performance standards and agency goals and objectives are met.
- Encourage appropriate actions, training and development of programs to assure that employees have the necessary knowledge, skills and abilities to perform at a level of excellence and promote as vacancies occur.
- Demonstrate knowledge of and support for the agency's Affirmative Action and Equal Employment Opportunity goals, standards, and procedures.
- Foster diversity in the workplace by actively seeking qualified AA/EEO candidates during recruitment.
- Promote a workplace free from safety hazards and ensure that employees adhere to and comply with environmental, health and safety laws, rules, regulations, and agency cornerstone principles.
- Ensure that employees are properly trained in safety awareness and procedures and that they are afforded the opportunity to express environmental, health and safety concerns with the reassurance that such concerns will be addressed fairly and without retaliation.
- Provide day-to-day guidance and oversight of subordinates (e.g., work assignments, consultation, and accountability) and actively support, promote and recognize high performance.

65      R      E

**Program Management**

- Develop long and short range planning with regard to the delivery of park improvement projects (major maintenance and enhancements).
- Develops strategic plans for addressing major maintenance implementing critical projects, program and ensuring the targets for the department's performance measures relating to park maintenance and improvement.
- Develop annual plans for the Engineering Division and manages staff to insure plans are implemented.
- Coordinates activities within the Engineering Division and the technical and administrative aspects of projects with other divisions within the department and with other organizations.
- Ensure that Engineering Division staff understand and comply with all applicable laws, regulations, rules, policies and contract provisions as they perform their work assignments.
- Oversee, review and approve (providing State of Oregon engineering stamp, when necessary) contract plans, specifications, and cost estimates.
- Tracks the park improvements (Facility Investment Program) budget and the Engineering Division budget.
- Work with the Park Development Administrator and the Project Review Board to develop budget priorities and implement agreed on directions.
- Direct, review, and approve the preparation of the division's biennial and interim budget requests by determining priorities and explaining the need for additional resources to appropriate parties in order to implement programs.
- Ensures that project budgets are accurate and within established guidelines using up to date estimating techniques.
- Determine construction feasibility, economy, capability, and standards.
- Identify park operations and maintenance needs and capital investment projects.
- Determine improvements to existing facilities and consult with other department staff about developing new facilities.



## 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 primarily in an office environment providing supervision and completing administrative duties. May work in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position, including emergency response and rule enforcement situations. Drives a variety of motorized vehicles, and may maneuver, manipulate, and operate hand and powered tools and heavy equipment. May sit or stand for long periods of time. Works and may supervise 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. 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. This job requires frequent travel throughout Oregon to attend public events and to seek public input on recreational programs. Occasional attendance at meetings after regular working hours and on weekends will be required. Occasional participation in outdoor recreation events may be optimal and could involve walking over uneven terrain or other physically exerting activities.

## 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.

Oregon Revised Statutes, Oregon Administrative Rules, Oregon Public Employees Union contract, OPRD Policy and Procedure Manual, Affirmative Action and EEO rules and guidelines, State Workers Compensation rules, Department of Administrative Services policies, rules and guidelines, Bureau of Labor laws and regulations, Oregon Occupational Health and Safety Act rules and regulations, OPRD Commissions operating rules, ASHRAE handbook, Oregon Building Codes, National Electric Code, Concrete and Structural Steel Handbooks, Construction Cost Estimating Manuals, Facilities Division Manuals on Construction and Deferred Maintenance, Sweets' General Building and Renovations Project Catalogs, Local and Federal Building Codes, Uniform Mechanical Code, Roofing and Waterproofing Membrane Handbooks, Oregon Attorney General's Model Public Contracting Rules, Oregon Department of Transportation Standard Specifications for Highway Construction, and AISC Steel Construction Manual.

- b. How are these guidelines used?

These guidelines listed are used for reference purposes, and provide a framework for performance of duties, serving at times as either prescriptive or performance standards. The guidelines may also be used for research purposes or in making decisions with regard to selecting consultants, preparing and awarding contracts, resolving contract disputes, and in overall project management. They should be reviewed regularly and understood as they relate to all duties.

## SECTION 6. WORK CONTACTS

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

Who contacted	How	Purpose	How Often?
Other OPRD Staff	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	Daily
Elected federal, state, county and local officials	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	As needed
Federal, state and local agency representatives	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	Daily
General public, OPRD stakeholders, consultants and contractors	In person, by mail, e-mail or telephone	Give and receive information; explain policies, rules and procedures; conduct public meetings	As needed

**SECTION 7. POSITION RELATED DECISION MAKING**

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

The daily decisions affect how a project is designed, constructed, how long the finished product will last, how safely it can be used by park visitors, and how costly it will be to maintain. During construction, change orders are recommended by the position when previously unknown situations are encountered and approved within delegated authority. Decisions are made to determine how much additional cost is involved, how long it will last, and how costly it will be to maintain. The Engineering Manager must make certain that the total contract price falls within the amount of money that has been budgeted for the project. Engineering decisions by the incumbent are critical for success of projects.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Park Development Administrator	4701002	In person and by written annual evaluation	Monthly or at the completion of an assignment.	The work is reviewed for context, quantity, quality and conformance to department policy and procedures, and success in achieving agency benchmarks, goals and objectives.

**SECTION 9. OVERSIGHT FUNCTIONS**

a. How many employees are directly supervised by this position? 17  
 How many employees are supervised through a subordinate supervisor? 0

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> 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:

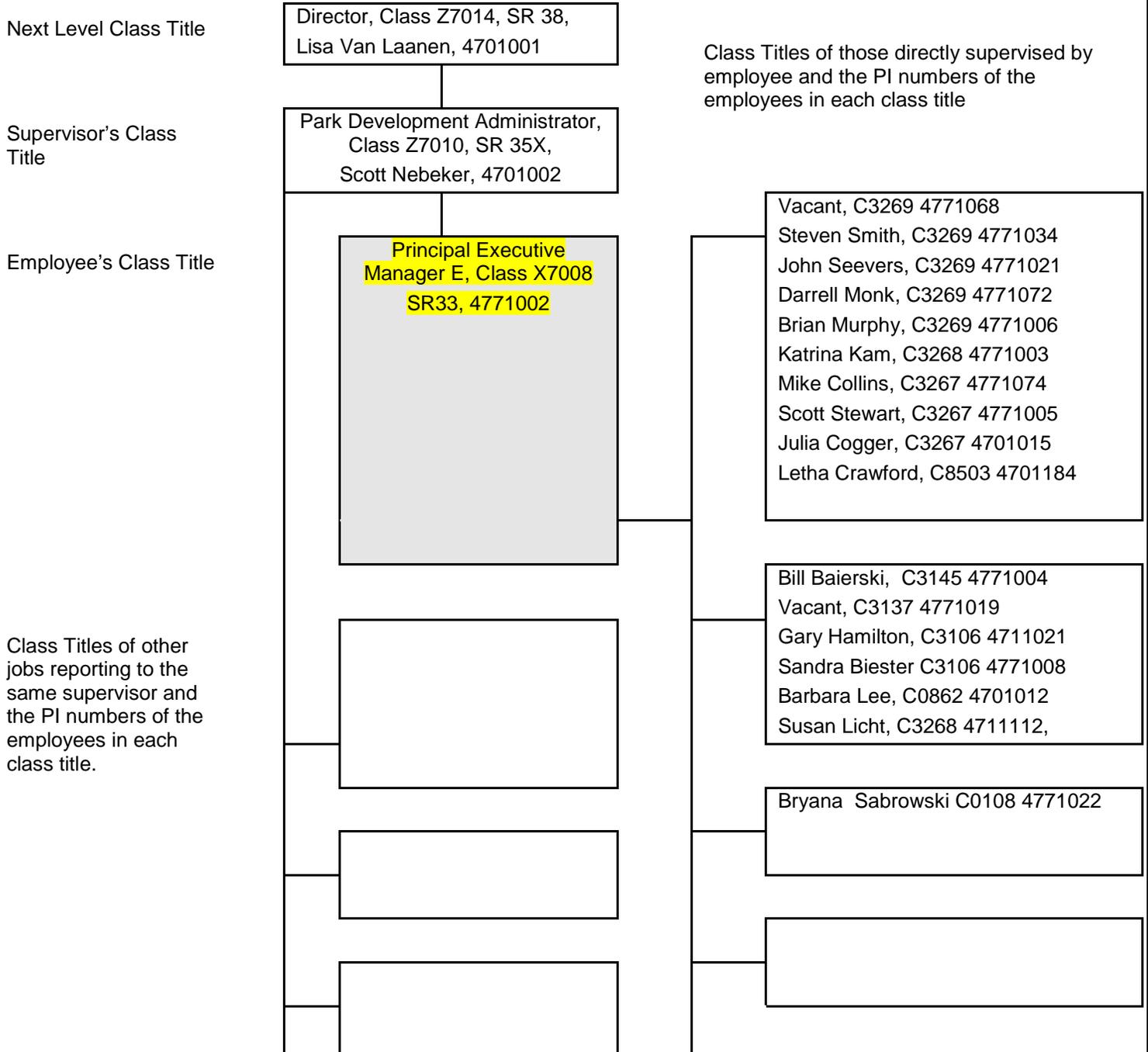
Background check and driving record must meet OPRD standards at the time of hire and throughout employment. Must comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, and policies.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
Engineering Division	\$21,000,000	Lottery Funds, Federal Funds, and Other Funds

**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>.)**



**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date