



STATE OF OREGON
POSITION DESCRIPTION

Workday Position No.
000000109562

Agency: Oregon State Marine Board

Facility: Boating Facilities Program

[X] New [ ] Revised

This position is:

- [X] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Facilities Engineer 1
b. Classification No: C3251
c. Effective Date: 11/16/2020
d. Position No: 0002059
e. Working Title: Boating Facility Designer
f. Agency No: 25000
g. Section Title: Boating Facilities Program
h. Budget Auth No: 1321810
i. Employee Name:
j. Repr. Code: UA
k. Work Location (City - County): Salem-Marion
l. Supervisor Name: Janine Belleque
m. Position: [X] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [X] Exempt [ ] Non-Exempt
If Exempt: [ ] Executive [X] Professional [ ] Administrative
o. Eligible for Overtime: [ ] Yes [X] 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.

The Oregon State Marine Board (OSMB) is Oregon's recreational boating agency dedicated to safety, education and access in an enhanced environment. This goal is achieved through the registration, business services, boating facilities, boating safety and administrative programs of the agency. There are 39.5 FTE budgeted positions at the Marine Board. This position resides in the Boating Facilities Program, whose general purpose, through partnerships, is to provide quality, safe and accessible boating access.

The Marine Board does not own or operate any boating access facilities. The Boating Facilities Program collaborates and partners with governmental entities by providing state and federal matching grants for the acquisition, planning, development and maintenance of boating access facilities. In limited cases private marinas are eligible for federal grant funding. In addition, the Program provides technical assistance in the form of design, engineering, surveying, environmental permitting, project planning and recreational boating advocacy.

**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 a wide range of design services to facilitate capital improvement projects that enhance boating access in Oregon.

**SECTION 3. DESCRIPTION OF DUTIES**

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”*

45		E	<p>Work as part of the design team applying engineering principles, methods and mathematical calculations to develop preliminary, conceptual and final designs for public boating access facilities of small to medium size complexity using AutoCAD and Civil3D.</p> <p>Prepare design and bid packages for grant recipients. Develop cost estimates for construction and materials based on design quantities and unit pricing information. Work collaboratively to solve problems and develop solutions in order to implement projects during design development, construction and maintenance of completed project.</p>
30		E	<p>Respond to questions concerning project designs, compliance with specifications, and issues arising during construction. Meet with grant applicants and boating facility owners to assess problems, constraints, and potential design solutions.</p> <p>Develop conceptual design alternatives based on technical reference materials, manuals, building codes, applicant/owner input, site constraints, and vendor specifications. Review and incorporate aerial photography, existing surveys, and available horizontal and vertical control data into designs.</p>
25		E	<p>Support lead engineer in conducting field surveys to collect topographical and bathymetric data. Perform rod and instrument duties. Provide assistance with hydrographic surveys. Research horizontal and vertical control data, other benchmark data, water elevations, property ownership for field survey and design work.</p> <p>Represent the Engineer of Record and the Agency at pre-bid, bid closing, pre-construction, progress meetings with contractors and facility owners, and other meetings as needed. Conduct site visits and construction inspections.</p> <p>Prepare correspondence to contractors or facility owners relating to design, materials, construction methods, project timelines and cost. Write detailed reports noting deficiencies and recommended remedies.</p> <p>Maintain technical files related to construction projects including drawings, specifications, photos, correspondence, maps, etc.</p>

			Review and evaluate grant applications using the adopted application ranking criteria for application of proposed development, issues being resolved, project development suitability and impacts and permitting readiness.
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## 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 conducted in an open office environment with constant interruptions, daily team interactions, and extensive computer use. This work requires remaining stationary for extended periods of time. Moving around to access filing/storage cabinets, use and adjust office or technological equipment, get to meetings, etc. is required. Must be able to lift, bend, stoop, walk over uneven ground occasionally. Occasional work in outdoor weather conditions is also required, as this position will visit undeveloped, developed and sites under heavy construction. This position will occasionally travel by boat. Statewide travel is required with occasional overnight stays. Flexible working hours may be required for surveys, construction inspections or meetings.

## 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, Chapter 830; Oregon Administrative Rules, Chapter 250, Division 14; federal SportFish Restoration Act, 50 CFR 80, federal Clean Vessel Act of 1992, 50 CFR Part 85, federal Boating Infrastructure Grant, 50 CFR Part 86. Facility Section policies and procedures including Design Guidelines for Recreational Boating Facilities, Boating Facility, Waterway Access and Small Grant Procedure Guide, and others. Agency policies and other state and federal laws and codes pertaining to administrative practices, contracts, and land use planning.

**b. How are these guidelines used?**

Application of these guidelines, laws, and codes is necessary to ensure program compliance, and that public resources are utilized in an efficient and economic manner.

## 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Government officials (state, federal and public bodies)	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Agency staff	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate	Daily

		project details.	
Stakeholders	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Grantees and applicants	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily
Contractors, consultants and vendors	In person, e-mail, phone, written correspondence	Provide direction and advice, respond to questions, exchange information, receive and provide clarification, and communicate project details.	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Recommend and produce designs, materials and construction methods that meet all applicable local, state and federal laws, rules, regulations and codes while also providing suitable quality, serviceability, functionality, and safety for public boating facilities within the budget constraints and timelines provided.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

PEM-D Boating Facilities Manager	0002031	Daily communication and interaction; annual performance reviews and one-on-one information updates	Daily/monthly/quarterly/ annually as applicable.	Coordination of performance objectives and review of accomplishments in order to maintain high level of customer service, productivity and quality of performance of job duties.
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## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

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

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

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

General knowledge of engineering principles, theory, practices and techniques, including engineering mathematics and statistics. Ability to use and apply engineering reference manuals and building codes. Knowledge of contracting and construction projects preferred. Experience using electronic survey equipment and data collection is desired. Incumbent must be able to communicate effectively, both orally and in writing. Experience with AutoCAD and Civil3D is required. Must be able to meet strict deadlines, prioritize workloads and perform duties with limited supervision. Required use of MS Word, Excel, Access.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
None		

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

## 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.

## SECTION 12. SIGNATURES

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date