



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**

**Agency:** Oregon State Marine Board

**Section:** Boating Safety Program

☐ New ☒ Revised

**This position is:**

- ☒ Classified  
☐ Unclassified  
☐ Executive Service  
☐ Mgmt Svc – Supervisory  
☐ Mgmt Svc – Managerial  
☐ Mgmt Svc - Confidential

**SECTION 1. POSITION INFORMATION**

<b>a.</b> Classification Title:	<u>Public Service Representative 3</u>	<b>b.</b> Classification No:	<u>0323</u>
<b>c.</b> Effective Date:	<u>10.14.2025</u>	<b>d.</b> Position No:	
<b>e.</b> Working Title:	<u>Boating Safety Advocate</u>	<b>f.</b> Agency No:	<u>25000</u>
<b>g.</b> Section Title:	<u>Boating Safety</u>	<b>h.</b> Budget Auth No:	
<b>i.</b> Employee Name:	<u>Vacant</u>	<b>j.</b> Repr. Code:	<u>UA</u>
<b>k.</b> Work Location (City – County):	<u>Salem - Marion</u>		
<b>l.</b> Supervisor Name:	<u>Boating Safety Program Manager</u>		
<b>m.</b> Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent <input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
<b>n.</b> FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<b>o.</b> Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 Mission of the agency is to serve "Oregon's recreational boating public through education, enforcement, access and environmental stewardship for a safe and enjoyable experience." This position resides in the Boating Safety Program, whose general purpose, is to provide marine law enforcement, waterway management, administer the outfitter guides program and boating educational services.

**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:**

The primary purpose of this position is to engage with schools, communities, boating groups, and organizations to deliver boating and water safety education. Engagement efforts include developing and delivering focused, relevant, and effective messaging to recreational boaters of all types and all communities. The position works to identify and build partnerships to promulgate boating safety and water safety awareness to underserved communities, rural boating organizations, and new boaters.

### 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/N    E/NE    Duties

Continuous	NC	E	<ul style="list-style-type: none"> <li>The Marine Board is committed to diversity and inclusion. Diversity and inclusion efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by the Marine Board.</li> </ul>
20 %		E	<ul style="list-style-type: none"> <li>Works to create partnerships by engagement and outreach with local schools, organizations, nonprofits and other community groups to promote boating and water safety education.</li> </ul>
20 %		E	<ul style="list-style-type: none"> <li>Work as a team with the Boating Safety Staff in developing and delivering focused, relevant, and effective messaging to recreational boaters of all types.</li> </ul>
20 %		E	<ul style="list-style-type: none"> <li>The individual will work within their region of operation to engage the public at schools, safety fairs and other community gatherings, teach boating safety, coordinate with area law enforcement when appropriate, gather data and information as needed by the Marine Board, and monitor local boating activities for safety and compliance.</li> </ul>
10 %		NE	<ul style="list-style-type: none"> <li>Person may operate boats when participating in education and outreach events.</li> </ul>
30 %		E	<ul style="list-style-type: none"> <li>Work with agency staff to create outreach and education engagement activities aimed at users who are new to boating. Will work to deliver water safety education such as use of life jackets, pertinent safety equipment, risks associated with cold water, boating rules and regulations, and environmental stewardship principles. Education and materials may be offered at launch ramps, marina's, events, and on-the-water.</li> </ul>
100 %			<b>TOTAL</b>

#### 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.**

This position typically works on public waterways, shorelines, classrooms, community events, and office settings. The employee is also expected to meet with members of the public in other formal and informal settings. Flexible working hours are expected to best meet the needs of the boating public and events, meaning that some weekend work is expected. The employee must have a valid driver's license.

#### 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, Laws and rules relating to general state and federal government administrative practices; Marine Board publications; Program policies, guidelines and procedures; US Coast Guard laws and regulations governing boating on inland and coastal waters and commercial passenger carrying regulations; Generally accepted boating safety standards and practices; Marine Board Policies and Procedures.

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

Person will review, understand, and observe all regulations listed in ORS 830 and OAR 250 that are pertinent to their activity at any given time. Person may operate motorized or non-motorized boats when doing on-water education following all agency Boat Use Policy and Procedures. Person will always wear a life jacket when boating or when on docks or immediately adjacent to a waterway.

#### SECTION 6. WORK CONTACTS

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

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

Who Contacted	How	Purpose	How Often?
Boating-related clubs and organizations, and private citizens.	At events and in person	Provide information and discuss boating safety education and outreach.	Daily
Local, state, and federal agencies	Telephone and in person.	Provide information and discuss boating safety education and outreach.	As needed.

#### SECTION 7. POSITION RELATED DECISION MAKING

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

This position works semi-independently to ensure education, outreach, and engagement activities, events, and field work. Identifies and recommends opportunities and events to engage with the boating public while serving as liaison to agency staff, organizations, interested parties, agency partners, and customers.

## SECTION 8. REVIEW OF WORK

Classification Title	Position Number	How	How Often	Purpose of Review
Boating Safety Manager	0002019	Daily communication; monthly performance reviews and one-on-one informal updates.	Daily interaction and one-on-one informal updates.	To maintain high level of outreach and productivity.

## 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 skills, abilities and requirements:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires a Oregon-issued Boating Safety Education Card. Broad-based knowledge of boating safety and water safety; technical knowledge of boating safety equipment, experience with community outreach and familiarity with Microsoft Office Suite products.

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

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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General agency budget		
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## 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

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date