



STATE OF OREGON

POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: Valleys

Management Unit / Division: State Capitol

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	Position Number	4721183
Supervisor Name	Budget Authorization Number	000942050
Position Establishment Date	Agency Number	63400
Classification Title	Representation Code	OA
Classification Number	Position Description Revised Date	
Working Title	Employee Review Date	
Work Location (Park)		

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

FLSA	☐ Exempt	IF EXEMPT	☐ Executive	ELIGIBLE FOR OVERTIME	☒ Yes
	☒ Non-Exempt		☐ Professional		☐ No
			☐ Administrative		

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who is 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 does this through its 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*.

The Valleys Region is one of three field operation areas within the OPRD Operations Division. Region employees in 9 management units maintain park facilities; provide visitor services and on-site management to OPRD properties in 11 Oregon counties. The Valleys Region has 120 parks, waysides and recreational area properties. Facilities and programs include 11 overnight camps and 15 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 200-year-round and seasonal FTE and operates with a biennial budget in excess of \$34 million dollars.

The **Willamette Valley District** consists of 5 Management Units in 6 Counties. Facilities and programs include overnight camps and day-use areas, various hiker/biker, horse and group camps, concessions, agricultural leases, State Recreation Trails and Scenic Waterways, Willamette River Greenways, Willamette River Water Trail, historic buildings and volunteer groups, recreation and visitor service programs along with the State Capitol. The biennial maintenance and operation budget is approximately \$ 12.5 million. Approximately 31,000 volunteer hours are donated each year. The district has 200,000 MMP hours.

State Capitol Management Unit is composed of the following properties: State Capitol State Park and Willamette Mission State Park.

b. Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program. Complete this statement: The primary purpose of this position is to...

independently plan and carry out personally, or by conducting others, complex park maintenance, operation, facility and resource conservation and/or interpretation tasks to protect, maintain, operate, repair and improve state park lands, natural and cultural resources, structures, facilities, equipment and systems within the State Capitol Management Unit.

SECTION 3. POSITION DUTIES

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

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

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
15	N	E	General Park Operations - Conduct teams of permanent, seasonal, and/or temporary State Park employees, Oregon Youth Corps, Department of Corrections adults in custody, juveniles in custody, court appointed volunteers, private employment agency clients, cooperating association members and other group or individual volunteers in completing park resource and facility maintenance tasks within overnight camps and day use areas. Specific tasks may include: prioritizing the work to be accomplished and planning the means for its completion; developing work schedules, assigning and reassigning tasks to accomplish the prescribed work; giving direction concerning work procedures and transmitting established standards of performance to workers; insuring that materials and equipment to complete the tasks are on hand; reviewing the work of employees for conformance to standards and assessing workers' performance. - Independently plan and complete complex park maintenance, operation, facility and resource conservation and/or interpretation tasks related to the protection, maintenance, operation and repair of state park lands, natural and cultural resources, structures, facilities, equipment and systems. - Analyze disruptions in park operations; prescribe and carry out appropriate solutions by using personal knowledge and skills, or by conducting others in the use of their knowledge and skills, in building trades (e.g.: carpentry, electrical, plumbing, painting and landscape maintenance) and specialized program skills (e.g.: resource interpretation, cultural and natural resource restoration, complex utility infrastructure operation, park rule enforcement, etc.) related to the maintenance and operation of OPRD programs, properties and facilities. - Maintain work site, maintenance shops, yards and storage areas in clean, safe condition. Clean and properly store equipment, tools, and vehicles after use. Perform minor repairs or adjustments as needed. Lock out or tag out items needing repair or that are unsafe to use. - Attend and participate in crew meetings, safety meetings and training classes; - Enter maintenance and construction activity data in OPRIS

10	N	E	Landscape Maintenance Independently plan and carry out personally or conduct others in completing complex park maintenance and operation work related to park landscape maintenance. Such work may include: • Plant trees, shrubs, perennials, annuals, turf-grass seed and sod; • Mow lawns and fields with large and small riding and power mowers, trim turf edges with hand or power tools; • Irrigate lawns, trees, shrubs, perennials, annuals with hoses, sprinklers, turf valves or automatic systems; • Maintain irrigation systems, including pumps, timers, pipes, wires and valves; • Prune trees, shrubs, perennials, annuals and rough brush with hand and power tools; • Apply fertilizers and pesticides manually or, if licensed, with power equipment; • Provide support overseeing landscape contract.
10	N	E	Custodial Maintenance Independently plan and carry out personally, or conduct others in completing park maintenance and operation work related to park custodial maintenance. Such work may include: • Clean rest rooms, showers, bathhouses, observation buildings, maintenance shops and interpretive centers by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures with approved chemicals; • Keep toilet paper and paper towel dispensers filled; • Collect, separate and properly dispose of garbage and recyclable materials; • Clean fireplaces, tables, footpaths, parking areas, wastewater disposals, signs, drinking fountains and other small fixtures; • Pick up and properly dispose of litter; • Replace burned-out light-bulbs and re-set circuit breakers in buildings and campsites as needed;
5	N	E	Building Maintenance and Construction Independently plan and carry out personally, or conduct others in completing complex park maintenance and operation work related to park building maintenance and construction. Such work may include: • Maintain and repair building plumbing systems requiring basic plumbing skills, including: unclogging toilets, sinks, drains, water and sewer lines; repairing or replacing sinks, toilets, urinals, faucets, hose bibs, flush-o-meters, washers and gaskets; repairing ABS, PVC, Pex, copper, iron and transite pipes and fittings; connecting pipe with solvent cements, solder, compression, flange and threaded connections; • Maintain, repair or construct building structural elements requiring basic carpentry skills, including walls, floors, ceilings, partitions and roofs using hand and power carpentry tools; • Maintain and repair building electrical systems requiring basic electrical skills, including: resetting circuit breakers and replacing fuses; replacing light bulbs, outlets, switches, cover plates and circuit breakers; • Maintain and repair building fixtures including: mirrors, paper product dispensers, electric hand-dryers, shelves, windows and doors, door closers, hinges and locks, eave troughs and downspouts; • Paint buildings and other structures using brushes, rollers and spray equipment, properly clean tools and dispose of cleaning solutions;
10	N	E	Facility Maintenance and Construction

Independently plan and carry out personally, or conduct others in completing complex park maintenance and operation work related to park facility maintenance and construction. Such work may include:

- Construct, maintain and restore hiking trails, using hand and power construction tools to remove vegetation, cut and fill contours to establish trail lines, prepare and finish trail crowns, install water bars, culverts and footbridges, apply gravel or wood chip surfaces;
- Construct, maintain and restore footbridges: check bridgeheads, stringers, treads and handrails for dry-rot or other defects; use hand and power carpentry and construction tools to build new or repair existing bridges;
- Construct, maintain and restore footpaths, parking areas and curbs, using asphalt, concrete, packed gravel and paver blocks; use hand and power tools to prepare and place surface materials;
- Construct, maintain and repair signs, posts and cluster structures, water fountains, permanent and portable tables and benches, fireplaces and barbecue stoves, wastewater disposals, campsite utility (water, sewer and electrical) connections, bulletin boards;
- Keep trails, footpaths, bridges and parking areas free of vegetation, sand, soil, rocks and snow;

10	N	E	Utility System Maintenance and Construction
----	---	---	--

Independently plan and carry out personally, or conduct others in completing complex park maintenance and operation work related to park utility system maintenance and construction. Such work may include:

- Maintain water distribution and treatment, and wastewater collection and treatment systems in good operating order: inspect, clean, lubricate and perform periodic tasks as required on lines, valves and equipment;
- Isolate and remove pumps requiring repair; perform repairs within the limits of training, licenses and experience;
- Winterize all park buildings and water lines by draining and blowing lines as required, activate buildings and water lines for seasonal use;
- Record water and sewer meter readings, take and report chlorine residual samples, prepare and submit distribution, collection and treatment plant reports as required;
- Identify, correct and report water and sewage system failures as required;
- Obtain water and sewage samples and submit to laboratories for tests as required by DEQ and DHS permits;
- Order and maintain appropriate stocks of treatment chemicals, equipment parts, testing supplies;
- Identify and repair water and sewer system breakdowns including equipment malfunctions, leaks, infiltration;
- Maintain and repair park electric systems within the limits of training, licenses and experience: reset circuit breakers and replace fuses, replace light bulbs, outlets, switches, cover plates and circuit breakers in campsite electric hook-ups;
- Maintain updated utility system maps, report changes to HUB;

10	N	E	Visitor Services
----	---	---	-------------------------

Independently plan and carry out personally, or conduct others in completing park operation work related to park visitor services. Such work may include:

- Process computerized campsite reservations;
- Register overnight campers by computer or self-registration systems and prepare related reports;
- Accept payment for camping, day-use parking and miscellaneous sales items (firewood, ice, etc.) by cash, check or credit card; make change and issue receipts; prepare end-of-shift reports and reconcile cash to receipts; prepare and

make bank cash drops;

- Provide information about local attractions and Oregon Parks, park rules and regulations;
- Conduct the operation of the campground and registration booth: train and oversee the work of seasonal employees, ensure that policies and procedures related to campground operation and cash handling are followed;

5

N

E

Park Patrol, Safety and Rule Enforcement

Independently plan and carry out personally, or conduct others in completing park operation work related to park patrol, safety and rule enforcement. Such work may include:

- Patrol park areas to protect and preserve resources and facilities by checking for misuse, undesirable activities and hazardous situations, and take appropriate action as dictated by training and experience;
- Inspect park grounds, buildings, facilities, vehicles, material and equipment for safety hazards and possible violations, and take appropriate action as dictated by training and experience; prepare inspection reports, job hazard analyses, incident investigation and other reports as required;
- Render emergency aid and assistance to ocean shore or park visitors as provided for in OPRD Policy OP 50-7 and prepare related reports;
- Maintain a current patrol log book and prepare patrol and enforcement action reports for park management;
- Explain park rules and regulations to park visitors;
- Seek voluntary visitor compliance with park area rules and regulations; issue verbal and written warnings as necessary;
- Issue citations for rule violations as necessary; prepare related reports; testify in court as required;
- As authorized, issue notices of exclusion;

10

N

E

Resource Conservation

Independently plan and carry out personally, or conduct others in completing complex park maintenance and operation work related to park resource conservation. Such work may include the use of:

- Approved, standard practices relating to the conservation, preservation, restoration and/or rehabilitation of archaeological, cultural or historic sites or structures;
- Approved, standard practices relating to the conservation, preservation and/or protection of significant natural or scenic resources;
- Consultation with cultural, historic, natural or scenic resource specialists to determine appropriate prescriptions and actions;

5

N

E

Resource Interpretation

Independently plan and carry out personally, or conduct others in completing complex park operation work related to park resource interpretation. Such work may include:

- Conduct, coordinate and oversee the interpretive program within the management unit: provide direction to seasonal and volunteer interpreters, program and Junior Ranger hosts, provide presentation evaluation and program recommendations to park management;
- Meet and greet park visitors, provide information related to the natural, cultural or historic features of the park;
- Research information, assemble materials and resources for the development of interpretive presentations;
- Develop and present evening campground presentations, lead hikes and walk & talk presentations, give Junior Ranger presentations, rocky shores interpretive presentations, lighthouse and historic building tours, living history presentations;

- Participate in organizing, coordinating and facilitating park-sponsored special events, activities or programs;

10	N	E	Other Duties • Conduct and coordinate volunteer activities within the management unit: recruit, schedule and train park hosts, individual volunteers and volunteer groups, ensure that required forms, records and reports are completed, coordinate volunteer projects and activities to meet park needs; • Assist in the hiring interviews for permanent and seasonal employees; • Organize, coordinate and facilitate OPRD-partnership, sponsored or special events, activities or programs; • Provide management unit administrative support as needed
100%			

SECTION 4. WORKING CONDITIONS

Based on position requirements, include the appropriate working conditions section from the selections below and add any working conditions unique to the position.

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. May work irregular shifts (split, evenings, weekends, holidays) and overtime. 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 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, Enforcement Manual, Pesticide Manual, Visitor Services Manual, park master plans, Maintenance Handbook, Uniform Building Codes, OLCC, L.C.D.C. goals, Affirmative Action and EEO rules and guidelines, Hazardous Materials Manual, State Workers Compensation rules, ODOT Highway Construction Standards, Department of Administrative Services policies, rules and guidelines, Bureau of Labor laws and regulations, Oregon Occupational Health and Safety Act rules and regulations and local land use plans.

- 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

Excluding co-workers, list the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Other OPRD Staff and Volunteers	In person, by mail, email or telephone	Give and receive information, seek guidance, coordinate work.	Daily
Law enforcement representatives	In person, by mail, email or telephone	Assist or receive assistance in enforcing Park Area Rules.	As needed
Park Visitors	In person, by mail, email or telephone	Give information or assistance in enforcing Park Area Rules.	Daily
Merchants and contractors	In person, by mail, email or telephone	Obtain materials	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

The person in this position is given broad authority for park maintenance and operations-related decision making by the Park Manager (or Park Ranger Supervisor). This person will make decisions relating to the actual methods, procedures, resources and order of tasks used to complete complex assignments personally or by conducting others; may have to decide the course of action to be taken in emergencies; determines conformance of others' work to established standards. The decisions made to carry out tasks are based on training, interpretation of written guidelines and oral instructions, extensive job knowledge, experience and independent judgement. These decisions result in the overall quality of park maintenance, operations and safety, park visitor satisfaction and cost effective productivity by the employee and co-workers.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Park Manager or Park Ranger Supervisor	Mike Hoffmann	In person and by written evaluation.	Annually or at the completion of assignment.	The work is reviewed for context, quantity, quality and conformance to department policy, procedures and success in achieving Management Unit goals and objectives.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? None

How many employees are supervised through a subordinate supervisor? None

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

- | | |
|--|---|
| ☐ Plans work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: *Based on position requirements, include the appropriate special requirements below (delete any NOT required) and add any knowledge, skills, certificates, and licenses needed at the time of hire that are not contained in the current classification specifications.*

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria at the time of hire and throughout employment
- have a driving record that meets OPRD standards
- possess a valid driver's license at time of hire and throughout employment
- wear OPRD-supplied uniform and comply with appearance code when on duty
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies
- obtain and maintain one or more of the following after appointment, as applicable or required to perform duties of the position:
 - First Aid/CPR Certification
 - Enforcement Officer Status
 - Commercial Drivers License
 - Pesticide Applicators License
 - Water Treatment and Distribution Certification
 - Wastewater Treatment and Collection Certification

The person in this position must have:

- Skill in preparing written reports, proposals and summaries.
- Skill in "Verbal Judo" or similar tactical communications method.
- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of a personal computer.

- Skills and knowledge of basic park resource and facility operations and maintenance and/or resource interpretation.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or a small group in accomplishing basic tasks.
- Skill in planning and organizing equipment, materials and staff to accomplish work.
- Skill in administering contractual agreements to insure that products and services are delivered as specified.

In addition, some or all of the following skills may be required for specific positions:

Interpretation

- Skill in planning and carrying out interpretive programs in park units with a high level of complexity as demonstrated by possession of NAI-Certified Interpretive Guide rating or equal.
- Skill in monitoring and evaluating resource interpretation techniques and materials.

Visitor Services

- Skill in park rule enforcement as demonstrated by successful completion of OPRD Visitor Safety Academy, in-service and recertification trainings.
- Skill in preparation of emergency and haz-mat response plans and coordination with local emergency services providers.

Operation and Maintenance

- Skill in the safe use of tools, material and equipment associated with landscape, building, facility and utility system maintenance.
- Skill in performing basic plumbing, carpentry, painting, grounds keeping tasks at a journeyman level.
- Skill in diagnosing maintenance and operation problems, breakdowns and disruptions; and in initiating and carrying out solutions.

Resource Conservation

- Skill in practices relating to conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures.
- Skill in practices relating to conservation, preservation, and protection of significant natural or scenic resources.
- Skill in analyzing, prioritizing and planning resource conservation tasks to accomplish unit goals.

This position is identified as essential and will be required to report to work during the closure or curtailment of offices due to inclement weather and/or hazardous conditions.

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

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
Maintenance and Operations	\$	Other Funds
Facility Investment Strategy	\$	Park and Natural Resource (Lottery)