



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/2026

Agency: Parks and Recreation Department

Facility: Collier MU

[ ] New [x] 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: Park Ranger 1 b. Classification No: C8434
c. Working Title: Park Ranger d. PPDB No/WD ID: 4742022
e. Section Title: Collier MU f. Agency No: 63400
g. Employee Name: h. Budget Auth No: 478380
i. Supervisor Name: Karen Crawford j. Repr. Code: OAO
k. Work Location (City – County): Collier

I. Position: [ ] Permanent [x] Seasonal [ ] Limited Duration [ ] Academic Year
[ ] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
m. FLSA: [ ] Exempt [x] Non-Exempt If Exempt: [ ] Executive/Supervisory [ ] Administrative [ ] Professional [ ] Computer
n. Eligible for Overtime: [x] 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 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.

Mountain Region is one of three field operation areas within the OPRD Operations Division. Region employees in thirteen management units maintain park facilities; provide visitor services and on-site management to OPRD properties in 36 Oregon counties. Mountain Region has 44 parks, waysides and recreational area properties. Facilities and programs include 25 overnight camps and 43 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 195 year-round and seasonal FTE, and operates with a biennial budget in excess of \$24 million dollars.

Collier Management unit encompasses approximately 2310 acres and includes the following properties: Collier Memorial State Park, Jackson Kimball State Recreation Sire, Goose Lake State Recreation Area, OC&E Woods Line State Trail, Booth State Wayside and Chandler Wayside. They are located within Klamath and Lake Counties. There are 131 campsites in three campgrounds, four day-use areas with numerous picnic facilities, 114 miles of recreational trail with 12 trail head facilities, horse camp facilities, and an extensive Historic Logging Museum. The Collier Logging Museum features numerous artifacts and buildings ranging from logging railroad and milling equipment, tool collections, vehicles, cabins and furnishings representing this state's industrial past and pioneer heritage. Visitation to facilities within Collier Management Unit generally exceeds 470,000-day use visitors and 11,190 camper nights annually. The annual revenue from the unit is approximately \$177,500. There is also ODOT reimbursement revenues from the operation of a major highway day use area. The biennial maintenance and operation budget are approximately \$1.2 million. There are 6 Full time positions and 9 seasonal positions in this Management Unit. Volunteer groups include Cooperating Associations, Adopt a Trail Groups, Friends of Collier, numerous hosts, and event volunteers.

Collier Management Unit has an approximate total of 45,837.86 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 operations and management complexity, resulting in the classification level for OPRD Managers and Park District Managers. Operational elements can include but are not limited to: a moderate level of facility and infrastructure development; fewer properties, FTE's and positions; a moderate amount of budget, revenue, day use count and overnight visitations; a presence of Threatened and Endangered plant and animal species and above- and below-ground resources listed on the National Register of Historic Places; a presence of OPRD co- operating associations, intergovernmental or other agreements; or a combination thereof.

**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:**

Perform, conduct and oversee a variety of tasks in order to protect, maintain, operate and repair state park lands, natural and cultural resources, structures, facilities, equipment and systems by using skills in building trades, including carpentry, electrical, plumbing, painting and landscaping maintenance, as well as specialized program skills (e.g.: resource interpretation, cultural and natural resource restoration, utility infrastructure operation, park rules enforcement, etc.) related to the maintenance and operations of OPRD programs, properties within Collier Management Unit.

**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”.*

<b>10</b>	<b>NC</b>	<b>E</b>	<p><b>General Park Operations</b></p> <ul style="list-style-type: none"> <li>As assigned, give direction concerning work procedures and quality standards to individuals or teams composed of permanent, seasonal, and/or temporary State Parks employees, Oregon Youth Corps, Department of Corrections Adults in Custody, court appointed volunteers, private employment agency clients, cooperating association members and other group or individual volunteers to accomplish different and varied tasks to achieve unit, district and region goals.</li> <li>Attend and participate in crew meetings, safety meetings and training classes;</li> <li>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.</li> </ul>
<b>10</b>	<b>NC</b>	<b>E</b>	<p><b>Landscape Maintenance</b></p> <ul style="list-style-type: none"> <li>Plant trees, shrubs, perennials, annuals turf grass seed and sod.</li> <li>Mow lawns and fields with large and small riding power mowers, trim turf edges with hand or power tools;</li> <li>Irrigate lawns, trees, shrubs, perennials, annuals with hose, sprinklers, turf valves or automatic systems;</li> <li>Maintain irrigation systems, including pumps, timers, pipes wires and valves;</li> <li>Prune trees, shrubs, perennials, annuals and rough brush with hand and power tools;</li> <li>Apply fertilizers and pesticides manually or, if licensed, with power equipment;</li> </ul>
<b>15</b>	<b>NC</b>	<b>E</b>	<p><b>Custodial Maintenance</b></p> <ul style="list-style-type: none"> <li>Clean restrooms, showers, bathhouses, observation buildings, maintenance shops and interpretive centers by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures and approved chemicals;</li> <li>Keep toilet paper and paper towel dispensers filled;</li> <li>Collect, separate and properly dispose of garbage and recycle materials;</li> <li>Clean fireplaces, tables, footpaths, parking areas, wastewater disposals, signs, drinking fountains and other small fixtures;</li> <li>Pick up and properly dispose of litter;</li> <li>Replace burned-out light bulbs and re-set circuit breakers in buildings and campsites as needed;</li> </ul>
<b>15</b>	<b>NC</b>	<b>E</b>	<p><b>Building Maintenance and Construction</b></p> <ul style="list-style-type: none"> <li>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;</li> <li>Maintain, repair or construction building structural elements requiring basic carpentry skills, including walls, floors, ceilings, partitions and roofs using hand and power carpentry tools;</li> </ul>

			<ul style="list-style-type: none"> <li>• 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;</li> <li>• Maintain and repair building fixtures including: mirrors, paper product dispensers, electrical hand-dryers, shelves, windows and doors, door closers, hinges and locks, eave troughs and downspouts;</li> <li>• Paint buildings and other structures using brushes, rollers and spray equipment, properly clean tools and dispose of cleaning solutions;</li> </ul>
<b>10</b>	<b>NC</b>	<b>E</b>	<b>Facilities Maintenance and Construction</b>
			<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• 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;</li> <li>• 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;</li> <li>• Keep trail, footpaths, bridges and parking areas free of vegetation, sand, soil, rocks and snow;</li> </ul>
<b>10</b>	<b>NC</b>	<b>E</b>	<b>Utility System Maintenance and Construction</b>
			<ul style="list-style-type: none"> <li>• Maintain water distribution and treatment, and wastewater collection and treatment systems in good operating order: inspect, clean, lubricate and perform periodic tasks and required on lines, valves and equipment;</li> <li>• Isolate and remove pumps requiring repair; perform repairs within the limits of training, license and experience;</li> <li>• Winterize all park buildings and water lines by draining and blowing lines as required, activate buildings and water lines for seasonal use;</li> <li>• Record water and sewer meter readings, take and report chlorine residual samples, prepare and submit distribution, collection and treatment plant reports as required;</li> <li>• Identify, correct and report water sewage system failures as required;</li> <li>• Obtain water and sewage samples and submit to laboratories for tests as required by DEQ and DHS permits;</li> <li>• Order and maintain appropriate stocks of treatment chemicals, equipment parts, testing supplies;</li> <li>• Identify and repair water and sewer system breakdowns including equipment malfunctions, leaks, infiltration;</li> <li>• Maintain and repair electrical 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 electrical hook-ups;</li> <li>• Maintain updates utility systems maps, report changes to OPRIS</li> </ul>

10	NC	E	<b>Visitor Services</b>
			<ul style="list-style-type: none"> <li>• Process computerized campsite reservations;</li> <li>• Register overnight campers by computer or self-registration systems and prepare related reports;</li> <li>• Accept payment for camping, day-use parking and point-of-sale items (e.g.: firewood, showers, extra vehicles, etc.) by cash, check or credit card, make change and issue receipts, prepare end-of-shift reports and reconcile cash to receipts, research and resolve operator error and out-of-balance reports, prepare and make bank cash drops;</li> <li>• Provide information about local attractions and Oregon State Parks, park rules and regulations;</li> <li>• 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 operations and cash handling are followed;</li> <li>• Serve as coordinator for the Park Office (computerized camper reservation and registration) program: prepare and submit annual park profile for management approval, troubleshoot day-to-day reservation/registration software and operator problems, research and resolve operator errors, provide information to Reservations Northwest (RNW);</li> </ul>
10	NC	E	<b>Park Patrol, Safety and Rule Enforcement</b>
			<ul style="list-style-type: none"> <li>• 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;</li> <li>• Inspect park grounds, buildings, facilities, vehicles, materials 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;</li> <li>• Maintain vehicles, work sites, buildings, maintenance shops, yards and storage areas in clean, safe conditions;</li> <li>• Render emergency aide and assistance to ocean shore or park visitors as provided for in OPRD Policy OP50-7 and prepare related reports;</li> <li>• Maintain a current patrol log book and prepare patrol and enforcement action reports for park manager;</li> <li>• Explain park rules and regulations to park visitors;</li> <li>• Seek voluntary visitor compliance with park area rules and regulations; issue verbal and written warnings as necessary;</li> <li>• Issue citations for rules violations as necessary; prepare related reports; testify in court as required;</li> <li>• As authorized, issue notices of exclusion;</li> </ul>
5	NC	E	<b>Resource Interpretation</b>
			<p>Research and lead interpretive presentations and assist others with interpretive projects and events. Such work may include:</p> <ul style="list-style-type: none"> <li>• Meet and greet park visitors, conduct roving interpretation related to natural, cultural, or historic features of the park;</li> <li>• Research information, assemble materials and resources for the development of interpretive presentations;</li> <li>• Develop and present evening campfire presentations, lead interpretive walks and tours, give Junior Ranger presentations, other program types as appropriate for the park such as rocky shores</li> </ul>

			interpretive presentations, lighthouse or other historic resource tours, and living history presentations; <ul style="list-style-type: none"> <li>• Assist with larger special events, activities, or programs;</li> <li>• Assist in training and program feedback for volunteer interpretive hosts;</li> </ul>
<b>5</b>	<b>NC</b>	<b>E</b>	<b>Resource Conservation</b>
			<ul style="list-style-type: none"> <li>• Participate in approved, standard practices relating to the conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures.</li> <li>• Participate in approved, standard practices relating to conservation, preservation and protection of significant natural or scenic resources.</li> </ul>

**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, 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 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, 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**

**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>			
Other OPRD Staff and Volunteers	In person, by mail, email or telephone	Give and receive information, seek guidance, coordinate work.	Daily
Law Enforcement	In person, by mail, email or telephone	Assist or receive assistance in enforcing Park Rules	As needed
Park Visitors	In person, by mail, email or telephone	Give information or assist 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 limited authority for decision making by the Park Manager (or Park Ranger Supervisor). Decisions made to carry out assigned tasks are based on training, job knowledge, written guidelines, oral instructions and experience. These decisions result in the overall quality of the maintenance and safety of the property and visitor satisfaction, providing the public with well-maintained, safe park facilities, and cost-effective productivity.

**SECTION 8. REVIEW OF WORK**

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

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Park Manager		In person and by written evaluation	Quarterly or at the completion of assignment	The work is reviewed for context, quantity, and conformance to department policy, procedures and success in achieving Management Unity goals and objectives.

**SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

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?

- |  |   |
|--|---|
| <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:

**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 the following after appointment, as applicable or required to perform duties of the position:
  - Oregon Driver's License
  - First Aid/CPR Certification

**The person in this position must have:**

- 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.

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

### Interpretation

- Skill in developing and delivering basic resource interpretation presentations.

### Visitor Services

- Skill in providing people with rule information and asking for compliance.
- Skill in using computerized registration equipment and programs.
- Skill in making change and preparing simple cash reconciliation reports.

### Operation and Maintenance

- Skill in the safe use of tools, material and equipment associated with landscape and building maintenance.
- Skill in assisting with the performance of basic plumbing, carpentry, painting, grounds keeping tasks.

Resource Conservation

- Skill in assisting with work related to the conservation, preservation and rehabilitation of natural, archaeological, cultural or historic resources.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

**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