

The Coastal Region is one of three field operation areas within the OPRD Operations Division. Region employees in 12 management units maintain park facilities; provide visitor services and on-site management to OPRD properties in 8 Oregon counties. The Coastal Region has 99 parks, waysides and recreational area properties. Facilities and programs include 18 overnight camps and 81 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 166.03 year-round and seasonal FTE, and operates with a biennial budget in excess of \$39 million dollars.

Jessie Honeyman Management Unit consists of 1600 acres in Lane County. There are 353 campsites, 10 Yurts, 6 group camp areas and 85 picnic units, which receive approximately 1.7 million-day visits and 160,000 camper nights annually. The annual revenue from the unit is approximately \$950,000. The biennial maintenance and operation budget is approximately \$2.1 million. There are 9 full-time positions and 13 seasonal positions. Approximately 17,000 volunteer hours (8 FTE) are donated each year

Jessie Honeyman Management Unit is composed of the following properties:

Jessie M. Honeyman State Park Siltcoos ATV Wayside
 Pritchard Wayside Joaquin Miller State Forest Wayside Darlingtonia State Natural Area

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

The position is responsible to assist park rangers in performing park maintenance tasks. Duties include but are not limited to janitorial work, landscape maintenance, interpretation, and visitor services. Student workers perform tasks in partnership with other park rangers, volunteers, and hosts.

SECTION 3. POSITION DUTIES

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

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

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
10%	N	E	Landscape Maintenance in areas directly relating to boat and sand board rentals Under direct guidance and direction from the Park Manager and other Park Rangers you will: <ul style="list-style-type: none"> Assist with mowing lawns, weed trimming, pruning, irrigating, planting and helping in all things related to lawn care including but not limited to seeding, fertilizing and aerating
15%	N	E	Custodial & Facility Maintenance In areas directly relating to boat and sand board rentals <ul style="list-style-type: none"> Complete restroom cleaning procedures in partnership with staff and volunteers. Clean Park buildings such as offices, shops, visitor centers, etc. by disinfecting and mopping floors, walls, windows, fixtures, and other surfaces. Clean and wash vehicles and equipment. Assist with inventory of items in restrooms and other park buildings. Work in conjunction with staff to dispose of park waste which includes: firepit ring waste, hot ash bins, barbeque grills, recycling, garbage from receptacles, and litter. Replace burned-out lightbulbs and re-set circuit breakers in buildings and campsites as needed. Assist in the maintenance and repair of building plumbing, including unclogging toilets and sinks, changing faucet washers, stopping pipe leaks Help collect traffic, water, and other counters for data accuracy such as hour meters and vehicle mileage.
70%	N	E	Visitor Services in areas directly relating to boat and sand board rentals

			<ul style="list-style-type: none"> • Work with staff and volunteers to check-in visitors and educate them on park safety and rules. • Process computerized campsite reservations with direction from park staff. • Accept payment for fees associated with overnight campground or day-use while working with others in a booth setting by processing self-registration envelopes. • Convey Park and attraction information to guests in-person or by phone. • Sell Park business related items including wood, ice, bike helmets, marine fuel etc. • Sell annual and daily Oregon State Park parking permits by accepting money, completing forms, and giving receipts. • Sell pre-paid event parking permits according to approved procedures. • Issue pre-paid passes and passes for non-paying vehicles.
0%	N	E	Resource Interpretation in areas directly relating to boat and sand board rentals <ul style="list-style-type: none"> • Assist in assembling materials and resources for the development of interpretive presentations; • Work in conjunction with rangers to assist with programs or activities for park visitors • Interns will provide informal interpretation with the guidance of Park Rangers by providing the opportunity for people to care about the places they visit, field interpreters promote stewardship and the opportunity to care for park resources. • Provide interpretation with park visitors throughout your daily tasks including answering questions and giving applicable interpretive facts about parks and park resources
5%	N	E	Other Duties as assigned in areas directly relating to boat and sand board rentals

SECTION 4. WORKING 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. 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. If licensed the ability to drive 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 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. 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

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

List the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Other OPRD Staff Volunteers and Park Visitors	In person, by mail, email or telephone	Give and receive information, seek guidance, coordinate work.	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position.

The student work should make decisions based on direct training from park management and staff. If a decision is not clear to the student worker, they should seek guidance for how these decisions will impact the park.

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	4731058 4731033	In person and by written evaluation.	Quarterly, Monthly/as needed	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

Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plans 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 and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria at the 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

Requested Skills:

- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in common courtesy while communicating with others.
- Skill in the use of a personal computer.
- Skill in monitoring and implementing routine procedures while providing customer service.
- Skill in providing people with information in relation to park rules.
- Skill in cash handling and reconciliation.
- Skill in assisting with the performance of restroom cleaning, landscaping and groundskeeping tasks.