STATE OF OREGON

POSITION DESCRIPTION

Agency: Oregon Parks and Recreation Department

Region: Valleys **Management Unit / Division:** Milo McIver

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**	
Supervisor Name	Sam Gibson	**Budget Authorization Number**	000474020
Position Establishment Date		**Agency Number**	63400
Classification Title	Park Ranger 1	**Representation Code**	OA
Classification Number	C8434	**Position Description Revised Date**	**7/15/23**
Working Title	Park Ranger 1		
Work Location (Park)	Milo McIver State Park	**Employee Review Date**	_____

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

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

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*.

Valley's 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 12 Oregon counties. Valley's Region has 47 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 202 year-round and seasonal FTE, and operates with a biennial budget in excess of $19 million dollars.

Milo McIver Management Unit consists of 2474 acres in Clackamas, Multnomah, and Columbia Counties. There are 56 campsites and 400 day-use table's picnic units, which receive approximately 1 million day visits and 45,000 camper nights annually. The annual revenue from the unit is approximately $440,000. The biennial maintenance and operation budget is approximately $1.85 million. There are 8 full-time positions and 12 seasonal positions. Approximately 9000 volunteer hours (4.3 FTEs) are donated each year.

Milo McIver Management Unit is composed of the following properties: Milo McIver State Park, Tryon Creek State Natural Area, Bonnie Lure State Recreation Area, Cazadero State Trail, Willamette Stone State Heritage Site, and Willamette River Greenway properties.

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…

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 landscape maintenance, as well as specialized program skills (e.g.: resource interpretation, cultural and natural resource restoration, utility infrastructure operation, park rule enforcement, etc.) related to the maintenance and operations of OPRD programs, properties within the Milo McIver Management Unit.

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**	**General Park Operations** • As assigned, give direction concerning work procedures and quality standards to individuals or teams composed 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 to accomplish different and varied tasks to achieve unit, district or region goals. • Attend and participate in crew meetings, safety meetings and training classes; • 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. • Enter maintenance and construction activity data in OPRIS.
15	N	**E**	**Landscape Maintenance** • 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;
10	N	**E**	**Custodial Maintenance**

- 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;

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10 N **E** **Building Maintenance and Construction**

- 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;

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10 N **E** **Facility Maintenance and Construction**

- 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;

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

- 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;

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15 N **E** **Visitor Services**

- 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 point-of-sale items (e.g.: firewood, showers, extra vehicle, 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;
- Provide information about local attractions and Oregon State 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;
- 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);

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10 N **E** **Park Patrol, Safety and Rule Enforcement**

- 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 investigations and other reports as required;
- Maintain vehicles, work sites, buildings, maintenance shops, yards and storage areas in clean, safe condition;
- Render emergency aide 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;

5	N	**E**	**Resource Interpretation** Research and lead interpretative presentations and assist others with interpretative projects or events. Such work may include: • Meet and greet park visitors, conduct roving interpretation related to natural, cultural, or historic features of the park; • Research information, assemble materials and resources for the development of interpretative presentations; • Develop and present evening campfire presentations, lead interpretative walks and tours, give Junior Ranger presentations, other program types as appropriate for the park such as rocky shores interpretative presentations, lighthouse or other historic resource tours, and living history presentations; • Assist with larger special events, activities, or programs; • Assist in training and program feedback for volunteer interpretative hosts;
5	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;
100%			

SECTION 4. WORKING CONDITIONS

Based on position requirements, include the appropriate working conditions section form 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 contracts	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 authority for decision making by the Park Manager (or Park Ranger Supervisor). This person will make decisions related to the actual procedures and resources used to complete assigned tasks and actions to be taken during visitor contact, rule enforcement or emergency situations. Decisions are based on training, job knowledge, written guidelines, oral instructions and job experience. These decisions result in the overall quality of the park visitors' experience; in well-maintained and safe park facilities; and in 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
Park Manager	4711077	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
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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
  - Pesticide Applicators License

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.
- 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.

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

Interpretation

- Skill in developing and delivering presentations and products within established resource interpretation programs.
- Skill in monitoring basic resource interpretation presentations of seasonal and volunteer employees.

Visitor Services

- Skill in park rule enforcement as demonstrated by successful completion of OPRD Visitor Safety Academy, in-service and recertification trainings.
- Skill in resolving customer complaints related to overnight camping and park rule interpretation.

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.

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.

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

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
Maintenance and Operations	$ 0	Other Funds
Facility Investment Strategy	$ 0	Park and Natural Resource (Lottery)

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, and employee name and position number. (Classification specification and salary information can be found at http://www.oregon.gov/Pages/cgi-bin/ccrt.aspx?pg=ccrt.)

SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

APPOINTING AUTHORITY SIGNATURE DATE

PD version: PR120151117AS

HRA Initials:	Entered by: