



STATE OF OREGON

# POSITION DESCRIPTION

**Agency:** Oregon Parks and Recreation Department**Region:** Mountain**Management Unit / Division:** Clyde Holliday**Position Description Status:** ☐ New ☒ Revised

- ☒ Classified Represented
- ☐ Classified Unrepresented
- ☐ Executive Service
- ☐ Mgmt Svc - Supervisory
- ☐ Mgmt Svc - Managerial
- ☐ Mgmt Svc - Confidential

## SECTION 1. POSITION INFORMATION

<b>Employee Name</b>	Vacant	<b>Position Number</b>	4751044
<b>Supervisor Name</b>	Kirk Barham	<b>Budget Authorization Number</b>	000984680
<b>Position Establishment Date</b>	4/1/2016	<b>Agency Number</b>	63400
<b>Classification Title</b>	Park Ranger 2	<b>Representation Code</b>	OA
<b>Classification Number</b>	C8435	<b>Position Description Revised Date</b>	4/29/2025
<b>Working Title</b>	Park Ranger 2		
<b>Work Location (Park)</b>	Clyde Holliday Management Unit	<b>Employee Review Date</b>	_____

  

<b>POSITION</b>	<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Part-time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

  

<b>FLSA</b>	<input type="checkbox"/> Exempt	<b>IF EXEMPT</b>	<input type="checkbox"/> Executive	<b>ELIGIBLE FOR OVERTIME</b>	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional		<input type="checkbox"/> No
			<input type="checkbox"/> 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.**

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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 the 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: <https://www.oregon.gov/oprd/AO/Pages/AU-budget.aspx>

**REGION:**

Mountain Region is one of three field operation areas within the OPRD Operations Division. Region employees in 14 management units maintain park facilities, and provide visitor services and on-site management to OPRD properties in 19 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 184 year-round and seasonal positions equivalent to 113.74 FTE, and operates with a biennial budget in excess of \$32 million dollars.

#### EASTERN DISTRICT:

The Eastern District of OPRD is comprised of 4 management units (MU's) namely Blue Mountain MU, Clyde Holliday MU, Farewell Bend MU and Wallowa Lake MU. The MU's total 15,360 acres and is one of three districts within the Mountain Region of OPRD. District employees maintain park facilities; provide visitor services and on-site management to OPRD properties in Baker, Grant, Harney, Malheur, Union, Umatilla and Wallowa counties. There are 30 parks, waysides, State scenic corridors and recreational area properties. Facilities and programs include 660 campsites and 424 picnic areas, various hiker/biker, horse and group camps, concessions, agricultural leases, trails, scenic biways/waterways and historic buildings. The District receives approximately 1.9-million-day use visits and 175,500 overnight visits per year bringing in revenue of a million dollars with an operating budget of 10.4 million. The district staff consists of 22 year-round positions with 40 seasonal positions and over 23,000 volunteer hours – the equivalent of 11 full-time positions.

Clyde Holliday Management Unit consists of 430 acres in Baker, Grant and Harney Counties. There are 94 campsites and 90 picnic units, which receive approximately 400,902-day visits and 22,769 camper nights annually. The annual revenue from the unit is approximately \$ 257,002 The biennial maintenance and operation budget is approximately \$ 2,673,502 million. There are 7 full-time positions, and 8 seasonal positions.

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- 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 Clyde Holliday 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	R	E	<b>General Park Operations</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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</li> </ul>

(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	R	E	<b>Landscape Maintenance</b>  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: <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 and power mowers, trim turf edges with hand or power tools;</li><li>• Irrigate lawns, trees, shrubs, perennials, annuals with hoses, 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>
10	R	NE	<b>Custodial Maintenance</b>  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: <ul style="list-style-type: none"><li>• 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;</li><li>• Keep toilet paper and paper towel dispensers filled;</li><li>• Collect, separate and properly dispose of garbage and recyclable 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 lightbulbs and re-set circuit breakers in buildings and campsites as needed;</li></ul>
10	R	E	<b>Building Maintenance and Construction</b>  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: <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 construct building structural elements requiring basic carpentry skills, including walls, floors, ceilings, partitions and roofs using hand and power carpentry tools;</li></ul>

- 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	R	E	<b>Facility Maintenance and Construction</b> 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:
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- 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	R	E	<b>Utility System Maintenance and Construction</b> 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:
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- 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;

15	R	E	<b>Visitor Services</b> <p>Independently plan and carry out personally or conduct others in completing park operation work related to park visitor services. Such work may include:</p> <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 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;</li> <li>• Provide information about local attractions and Oregon 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 operation and cash handling are followed;</li> </ul>
10	R	E	<b>Park Patrol, Safety and Rule Enforcement</b> <p>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:</p> <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, 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;</li> <li>• Render emergency aid and assistance to ocean shore or park visitors as provided for in OPRD Policy OP 50-7 and prepare related reports;</li> <li>• Maintain a current patrol log book and prepare patrol and enforcement action reports for park management;</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 rule violations as necessary; prepare related reports; testify in court as required;</li> <li>• As authorized, issue notices of exclusion;</li> </ul>
5	R	E	<b>Resource Conservation</b> <p>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:</p> <ul style="list-style-type: none"> <li>• Approved, standard practices relating to the conservation, preservation, restoration and/or rehabilitation of archaeological, cultural or historic sites or structures;</li> <li>• Approved, standard practices relating to the conservation, preservation and/or protection of significant natural or scenic resources;</li> <li>• Consultation with cultural, historic, natural or scenic resource specialists to determine appropriate prescriptions and actions;</li> </ul>
5	R	NE	<b>Other Duties</b> <ul style="list-style-type: none"> <li>• Conduct and coordinate volunteer activities within the management unit: recruit, schedule and train park hosts, individual volunteers and volunteer groups, ensure that</li> </ul>

required forms, records and reports are completed, coordinate volunteer projects and activities to meet park needs;

- Assist in hiring interviews for permanent and seasonal employees;
  - Organize, coordinate and facilitate OPRD-partnership, sponsored or special events, activities or programs;

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## 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 2 or District Manager	4721044	In person and by written evaluation.	Quarterly 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?**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Plans work  | <input checked="" 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 checked="" type="checkbox"/> Gives input for 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
  - OPRD Certified Tree Faller

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

- Experience leading complex park construction and park improvement projects.
- Experience performing park maintenance tasks including: plumbing, carpentry, electrical, painting, and groundskeeping.
- Ability to work independently while educating the public about, and requesting compliance with, park rules and policies.
- Experience registering guests in a campground setting and reconciling cash and credit card payments using a computer utilizing specific overnight reservation software.
- Professional experience working in heightened and stressful situations including rule enforcement, emergencies and responding to weather related events.
- Experience leading parks specific work teams including but not limited to: seasonal staff, other permanent staff, volunteers, youth crews, or adults in custody.
- Experience mentoring, coaching and training employees and volunteers in park maintenance and campground operations.
- Experience developing and leading park related interpretive messages and related events.

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.