



# STATE OF OREGON POSITION DESCRIPTION



**Agency** Oregon Parks and Recreation Department

**Region** Mountain **Management Unit** 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>	4721093
<b>Supervisor Name</b>	Kirk Barham	<b>Agency Number</b>	63400
<b>Classification Title</b>	<b>PARK RANGER 3</b>	<b>Position Description Revised Date</b>	5/1/25
<b>Classification Number</b>	C8436		
<b>Working Title</b>	Park Ranger 3		
<b>Work Location (Park)</b>	Clyde Holliday		

**POSITION** ☒ Permanent ☐ Part-Time ☐ Intermittent ☐ Academic Year  
☐ Seasonal ☐ 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's affected, size, and scope. Include relationship to agency mission.

**OPRD Mission:** Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

OPRD operates a system of State Parks; operates special programs such as Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores programs; and provides assistance to local governments for recreation and heritage conservation. Oregon Parks and Recreation Department consists of about 864 employees or 603.43 FTE positions located in the Salem headquarters office, three operating regions statewide. OPRD serves more than 40 million visitors per year with a 2021-23 biennial budget of \$259 million.

### 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 219,690-day visits and 22,769 camper nights annually. The annual revenue from the unit is approximately \$ 108,657. The biennial maintenance and operation budget is approximately \$ 2,337,132 million. There are 7 full-time positions, and 8 seasonal positions. Approximately 6,470 volunteer hours (3.11 FTE) are donated each year.

**a. 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...**

Conduct a specific, major program or facility at the management unit, park district or region level with a high degree of independence and technical expertise in specialized park skills (e.g.: resource interpretation, cultural and natural resource restoration, complex utility operations or maintenance programs, park rule enforcement, visitor services, etc.). The person in this position will coordinate activities across management unit boundaries and will mentor permanent and seasonal employees throughout the park region in specialized skills related to the maintenance and operations of OPRD programs and properties.

### SECTION 3. POSITION DUTIES

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

<b>N</b>	New	<b>E</b>	Essential Functions
<b>R</b>	Revised	<b>NE</b>	Non-Essential Functions
<b>NC</b>	No Change		

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
20%	R	E	<b>General Park Operations</b> <ul style="list-style-type: none"><li>mentor permanent and seasonal employees throughout the park region in specialized skills related to the maintenance and operations of OPRD programs and properties. 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>Perform or conduct others in performing complex Landscape Maintenance tasks, Custodial Work, Building Maintenance and Construction, Facility Maintenance and Construction tasks, Utility System Operation and Maintenance, Visitor Services, Park Patrol, Safety and Rule Enforcement, and Resource Interpretation;</li><li>Represent the Region on OPRD committees, teams and working groups for ADA, sustainability and resource protection and other programs. Seek input from and share information with the Region management team;</li><li>Participate with the Region Manager, District Managers and Park Managers in regular and special region management team meetings;</li><li>Represent OPRD on local civic committees, organizations and boards relating to natural resources, facility maintenance, etc.;</li><li>Foster cooperation, shared resources, information exchanges, and effective working relationships with government agencies, local groups and organizations;</li></ul>

- Provide input which will assist in the completion of performance evaluations for seasonal and permanent employees, based upon their success in having completed agreed-upon objectives;
- Participate in hiring interviews and recommend hiring;
- Assist in the orientation and training of new employees, park hosts, and volunteers;
- Encourage co-workers in obtaining continuing education in resource management, technical knowledge, safety, communication and inter-personal skills;

10%	R	E	<b>Resource Conservation Related Duties</b> <ul style="list-style-type: none"> <li>• Serve as the region-wide resource for approved, standard practices relating to the conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures. Mentor permanent and seasonal employees in these practices.</li> <li>• Serve as the region-wide resource for approved, standard practices relating to the conservation, preservation and protection of significant natural or scenic resources. Mentor permanent and seasonal employees in these practices.</li> <li>• Obtain and maintain certification as the Region Arborist. Conduct periodic hazard tree inspections and prepare related reports. Assist park managers in preparing and carrying out vegetation management plans. Mentor permanent and seasonal employees in these practices.</li> <li>• Conduct annual boundary inspections on OPRD properties within the Region for trespass violations; inspect properties for negative impacts to natural and cultural resources.</li> <li>• Cooperate with other natural resource agencies and citizen groups to protect resources within OPRD guidelines and in a manner which will demonstrate our effective stewardship of resource and facility values.</li> </ul>
10%	R	NE	<b>Resource Interpretation Related Duties</b> <ul style="list-style-type: none"> <li>• Serve Park Managers, park interpreters and program hosts in the region at the primary resource for park interpretation. Attend region leadership team meetings. Represent the interests of the region as a member of the OPRD Statewide Interpretive Committee.</li> <li>• Evaluate “ready-made” interpretive programs for potential use in region parks. Modify such programs to increase their value to visitors in specific parks throughout the region. Insure such programs are consistent with the OPRD Strategic Interpretive and Region Interpretive Plans.</li> <li>• Provide leadership in the development of interpretive plans for parks and management units throughout the region: perform research, facilitate meetings, compile and analyze data and other information, coordinate graphics, write progress reports, complete final interpretive plans; prepare RFPs and manage contracts for work related to park interpretive plans.</li> <li>• Develop interpretive programs which can be used at multiple parks throughout the region, including: the Oregon Plan for Salmon Recovery; Snowy Plover Recovery, Clean Watersheds, Sustainability, etc.</li> <li>• Assist park managers and park interpreters in creating appropriate, original interpretive opportunities for park visitors. Insure that such programs are consistent with statewide and regional interpretive plans.</li> <li>• Provide training to park interpreters and program hosts to insure uniform, high-quality presentations of OPRD programs such as JR Beaver, Whale Watch, etc. as well as adapted ready-made presentations and original, local presentations.</li> <li>• Develop and update a curriculum for training seasonal interpreters that can be used at parks throughout the region.</li> <li>• Provide leadership to the region’s cadre of park interpreters. Plan and conduct an annual pre-season meeting to discuss individual park program plans, share ideas, receive training, etc. Plan and conduct a post-season evaluation meeting. Provide a report of each season’s interpretive activities to the region, district and park managers and state interpretive coordinator.</li> </ul>

- Using an evaluation form for presentations by park interpreters and program hosts, observe the interpretive activities of park interpreters and program hosts throughout the region and evaluate the quality of their presentations. Provide feedback to interpreters, hosts and their respective district and park managers.
- Represent the interests of OPRD on inter-agency interpretive working teams, local interpretive groups and associations. Participate in school outreach presentations promoting resource protection and interpretation.
- Advocate the values of interpretation through presentations to OPRD staff, friends groups, local governments and civic organizations.
- Develop and maintain a library of interpretive resources and make the materials available to region interpreters and hosts.
- Serve as the region coordinator for Whale Watch, Beach Clean-up, Down by the Riverside Clean-up, etc.
- Participate in the recruitment, selection and training of seasonal and year-round park interpreters throughout the region.

15%	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> <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, electric 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>
20%	R	E	<b>Project Oversight Related Duties</b> <ul style="list-style-type: none"> <li>• Independently complete or oversee the completion of the most exacting and complex park resource and facility maintenance, restoration, rehabilitation and construction projects throughout the region. Such projects may require advanced knowledge and skills in carpentry, plumbing, electrical wiring, painting, equipment operation, landscape maintenance, concrete or asphalt work, and water, sewer and irrigation systems; reading and following blueprints and drawings.</li> <li>• Assist in the completion of projects by overseeing teams of permanent, seasonal, and/or temporary State Park employees, Oregon Youth Corps, Department of Corrections inmates, juvenile inmates, court appointed volunteers, private employment agency clients, cooperating association members and other group or individual volunteers in completing the most exacting and complex park resource and facility maintenance, restoration, rehabilitation and construction projects within overnight camps and day use areas.</li> <li>• As a member of the region leadership team, determine the priority, preparation, cost evaluation and coordination of Facility Investment, dedicated fund and maintenance projects.</li> <li>• Coordinate Region material and supply orders, surplus equipment disposal, hazardous waste disposal, and small capital equipment purchases. Prepare related records and reports.</li> <li>• Prepare written material and work specifications, obtain quotations, purchase materials or authorize work based upon state purchasing policy, obtain permits</li> </ul>

and schedule inspections.

- Follow the OPRD compliance manual to insure that project plans are appropriate and have the required approvals.
- Coordinate people, material and equipment resources with the park managers, volunteers and cooperating associations to accomplish the agreed-upon projects.
- Inspect state-force, volunteer and contract projects to insure compliance with plans and specifications. Prepare related reports.
- Research and recommend the most cost efficient, effective and sustainable methods to complete projects, maintenance and operations while meeting OPRD's quality standards.
- Keep the region management team members informed of project progress.
- Complete special projects, reports or assignments related to park maintenance and operations; present information and lead discussions at region management meetings;

15%	R	E	<b>Visitor Services Related Duties</b> <ul style="list-style-type: none"><li>• Patrol park areas throughout the region 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 throughout the region 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><li>• Review each management unit's written safety and emergency plans annually. Seek information from OPRD's Safety and Risk Manager, OR-OSHA and other sources. Inform park managers and the region manager of compliance needs;</li><li>• Participate as a member of the Visitor Safety Academy leadership team; develop and present curriculum material; coordinate academy logistics, trainers, certification, testing, etc.;</li><li>• Provide in-service training to region employees in verbal judo, scene assessment and officer safety, Park Area Rules, quality customer service; provide role playing opportunities, evaluate and coach for improvement;</li><li>• Provide opportunities for and actively seek volunteer participation in park operations and programs;</li></ul>
10%	R	E	<b>Other Duties</b> <ul style="list-style-type: none"><li>• Attend and participate in crew meetings, safety meetings and training classes;</li><li>• Input maintenance and construction activity data in HUB;</li><li>• 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;</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>

- 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 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	Give and receive information, seek guidance, coordinate work.	Daily

	telephone		
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 authority for a high degree of initiative and decision making by the park manager, park district or region manager. Decisions made to carry out assigned tasks are based on training, job knowledge, interpretation of written policies and guidelines and extensive experience; Decisions are made relating to the scheduling, actual procedures, equipment and people used to complete assignments. Determines conformance of work by others to given standards. These decisions result in the overall quality of the maintenance and safety of park property and visitor satisfaction, knowledge and skills passed to co-workers, cost effective productivity and providing the public with well-maintained, safe park facilities and well-executed programs.

## SECTION 8. REVIEW OF WORK

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

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Park Manager, District Manager or Park Region Manager	4751015	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?**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Plans work    | <input checked="" type="checkbox"/> Coordinates schedules                   |
| <input checked="" type="checkbox"/> Assigns work  | <input type="checkbox"/> Hires and discharges                               |
| <input checked="" type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring                                  |
| <input type="checkbox"/> Responds to grievances   | <input checked="" 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

**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.*

### SPECIAL REQUIREMENTS – FIELD POSITIONS

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- 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
  - Hazard Tree Faller Certification

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

The following are skills that we have identified as key to success in this **Park Ranger 3** role at OPRD. These are the attributes we are looking for in our top candidate. If you have these skills, please let us know in your application.

- Experience conducting crews in facility operations and maintenance tasks including plumbing and irrigation repair, carpentry, electrical, painting, and landscaping.
- Experience independently performing and leading others in performing routine and preventative maintenance on historical structures and park operated facilities.
- Professional experience working in heightened and stressful situations including rule enforcement, emergencies and responding to weather related events.
- Experience in both developing and leading complex park construction and park improvement projects from start to finish.
- Ability to lead park operations while educating the public about, and requesting compliance with, park rules and policies.
- Experience mentoring, coaching and training employees and volunteers in park maintenance and campground operations at the unit, district and region level.
- Experience registering guests in a campground setting, reconciling cash and credit card payments, processing deposits, while using a computer utilizing specific overnight reservation software.

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

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
	\$	
	\$	
	\$	
	\$	