



STATE OF OREGON POSITION DESCRIPTION



Agency Oregon Parks and Recreation Department

Region Coastal

Management Unit South Beach

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

Supervisor Name Brian Fowler

Effective Date 01/01/24

Classification Title PARK RANGER 3

Classification Number C8436

Working Title Park Ranger 3

Work Location (Park) South Beach State Park

Position Number 4721111

Agency Number 63400

Position Revised Date 11/07/2023

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, which'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*.

The Coast Region is one of three field operation areas within the OPRD Operations Division. Region employees in 13 management units maintain park facilities, provide visitor services and on-site management to OPRD properties in 8 Oregon counties. The Coast 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 173.99 year-round and seasonal FTE, and operates with a biennial budget in excess of \$31 million.

The Central Coast State Park District consists of 5 Management Units in 2 Counties. Facilities and programs include overnight camps and 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 biennial maintenance and operation budget is approximately \$11 million. There are 45 full-time positions and 65 seasonal positions in the district.

The South Beach Management Unit is composed of the following properties: South Beach State Park, Brian Booth State Park, Beachside State Recreation Site, Driftwood Beach, Governor Patterson, Lost Creek, Seal Rock, Smelt Sands, WB Nelson, Yachats Ocean Road, and Yachats State Recreational Sites, along with San Marine State Wayside, which total 2068 acres in Lincoln County. There are 403 campsites and 342 picnic units, which receive approximately 3 million day visits and 203,688 camper nights annually. The annual revenue from the unit is approximately \$ 1.5 million The biennial maintenance and operation budget is approximately \$ 3 million. There are 11 full-time positions and 18 seasonal positions. Approximately 35,000 volunteer hours (16 FTE) are donated each year.

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:

supervise 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. DESCRIPTION OF DUTIES

<i>List position's major duties, stating percentage of time for each duty.</i>			N New	E Essential Functions
			R Revised	NE Non-Essential Functions
			NC No Change	
% of time	N/R/NC	E/NE	DUTIES	
20%	R	E	General Duties	
			<ul style="list-style-type: none">Conduct teams of permanent, seasonal, and/or temporary State Park employees, Oregon Youth Corps, Department of Corrections Adults in custody, juvenile 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;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;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;Participate with the Region Manager, District Managers and Park Managers in regular and special region management team meetings;Represent OPRD on local civic committees, organizations and boards relating to natural resources, facility maintenance, etc.;Foster cooperation, shared resources, information exchanges, and effective working relationships with government agencies, local groups and organizations;Provide input which will assist in the completion of performance evaluations for	

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N New
R Revised
NC No Change

E Essential Functions
NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
			seasonal and permanent employees, based upon their success in having completed agreed-upon objectives;
			<ul style="list-style-type: none"> • 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;
5%	R	NE	Resource Conservation Related Duties <ul style="list-style-type: none"> • 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. • 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. • 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. • Conduct annual boundary inspections on OPRD properties within the Region for trespass violations; inspect properties for negative impacts to natural and cultural resources. • 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.
10%	R	NE	Resource Interpretation Related Duties <ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • 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. • 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. • Develop and update a curriculum for training seasonal interpreters that can be used at parks throughout the region. • 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

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			<p>report of each season's interpretive activities to the region, district and park managers and state interpretive coordinator.</p> <ul style="list-style-type: none"> 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 an 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.
40%	N	E	<p>Project Oversight Related Duties</p> <ul style="list-style-type: none"> 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. Assist in the completion of projects by overseeing 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 the most exacting and complex park resource and facility maintenance, restoration, rehabilitation and construction projects within overnight camps and day use areas. As a member of the region leadership team, determine the priority, preparation, cost evaluation and coordination of Facility Investment, dedicated fund and maintenance projects. Coordinate Management Unit material and supply orders, surplus equipment disposal, hazardous waste disposal, and small capital equipment purchases. Prepare related records and reports. Prepare written material and work specifications, obtain quotations, purchase materials or authorize work based upon state purchasing policy, obtain permits 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

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NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
			operations; present information and lead discussions at region management meetings;
15%	R	E	Visitor Services Related Duties <ul style="list-style-type: none"> 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; 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; Render emergency aid 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; 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; Participate as a member of the Visitor Safety Academy leadership team; develop and present curriculum material; coordinate academy logistics, trainers, certification, testing, etc.; 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; Provide opportunities for and actively seek volunteer participation in park operations and programs;
10%	R	E	Other Duties <ul style="list-style-type: none"> Attend and participate in crew meetings, safety meetings and training classes; Input maintenance and construction activity data in HUB; 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, 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. 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

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. May travel 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?
Other OPRD Staff and Volunteers	In person, by mail, e-mail or telephone	Give and receive information, seek guidance, coordinate work	Daily
Law enforcement representatives	In person, by mail, e-mail or telephone	Assist or receive assistance in enforcing Park Area Rules	As needed
Park Visitors	In person, by mail, e-mail or telephone	Give information or assistance, enforce Park Area Rules	Daily
Merchants and contractors	In person, by mail, e-mail or telephone	Order materials, obtain price quotations, administer contracts	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, Park Ranger Supervisor	4721074, 4721062	In person and by written annual evaluation	Annually or at the completion of an 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"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input 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 & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

Background check and driving record must meet OPRD standards at the time of hire and throughout employment.
Must possess a valid driver's license at the time of hire.
Must wear OPRD-supplied uniform and comply with appearance code when on duty.
Must comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, and policies.
Must obtain Oregon Driver's License, First Aid/CPR Certification and OPRD Enforcement Officer Status after appointment.
Must obtain the following after appointment:

The person in this position must have:

- Skill in making oral presentations from written reports, proposals and summaries.
- Skill in “Verbal Judo” or similar tactical communications method.
- 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 complex 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 groups in accomplishing different and varied tasks to achieve unit, district or region goals.
- Skill in planning and organizing equipment, materials and staff to accomplish work.
- Skill in administering contractual agreements to insure that products and services are delivered as specified.
- Skill in prioritizing dissimilar tasks to accomplish unit, district or region goals.
- Skill in evaluating the effectiveness of plans and activities and in recommending changes for improvement.
- Skill in mentoring, coaching and training employees in park maintenance, operation and/or interpretive skills.

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

Visitor Safety

- Skill in park rule enforcement as demonstrated by successful completion of OPRD Visitor Safety Academy, in-service and recertification trainings.
- Skill in teaching Quality customer service techniques to employees.
- Skill in preparation of emergency and haz-mat response plans and coordination with local emergency services providers.
- Skill in overseeing all aspects of park visitor and employee safety programs.

Operation and Maintenance

- Skill in the safe use of tools, material and equipment associated with landscape, building, facility and utility system maintenance.
- Skill in teaching basic plumbing, carpentry, painting, grounds keeping tasks to employees.
- Skill in teaching employees how to diagnose maintenance and operation problems, breakdowns and disruptions; and how to initiate and carry out solutions.
- Skill in prioritizing maintenance tasks to accomplish unit, district and region goals.

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.
- Skill in analyzing, prioritizing and planning resource conservation tasks to accomplish district or region goals.
- Skill in teaching resource conservation, preservation and protection techniques to employees.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
Maintenance and Operations		Other Funds
Facility Investment Strategy		Park and Natural Resource (Lottery)

SECTION 11. ORGANIZATIONAL CHART

SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

APPOINTING AUTHORITY SIGNATURE

DATE

PD version: PR120151117AS

HRA Initials:

Entered by: