



STATE OF OREGON
POSITION DESCRIPTION



Agency Oregon Parks and Recreation Department

Region Valleys **Management Unit** L.L. Stub Stewart

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	4711071
Supervisor Name	Clay Courtright	Budget Authorization Number	_____
Position Establishment Date	_____	Agency Number	63400
Classification Title	PARK MANAGER 2	Representation Code	MMS
Classification Number	X8442	Position Description Revised Date	04/08/2021
Working Title	Park Manager	Employee Review Date	_____
Work Location (Park)	L.L. Stub Stewart		

- POSITION** Permanent Full-Time Limited Duration Academic Year
 Seasonal Part-Time Intermittent Job Share
- FLSA** Exempt **IF EXEMPT:** **ELIGIBLE FOR OVERTIME:**
 Non-Exempt Executive Yes
 Professional No
 Administrative

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.

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 50 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 **Valleys Region** is one of three field operation areas within the OPRD Operations Division. Region employees in two Districts and nine management units maintain park facilities, provide visitor services and on-site management to OPRD properties in 12 Oregon counties. The valleys Region has over 100 parks, waysides and recreational area properties. Facilities and programs include eleven overnight camps and fifteen primary day-use areas, various hiker/biker, horse and group camps, concessions, agricultural leases, State Recreation Trails and Scenic Waterways, historic buildings and

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. May interact frequently with the public. Occasionally works alone, within phone or radio communication. Works and supervises various shifts including split, evenings, weekends, holidays, and long hours on short notice. 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 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
Federal, state, county and local officials and agency representatives	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.

Decisions are made concerning the means and methods for accomplishing the long- and short-term operation and maintenance goals of the park properties within this moderately complex management unit of 40,000 MMP hours or less. These include but are not limited to: \$1.2 - \$1.8 million biennial budget controls, including the purchase of individual items costing less than \$10,000; maintenance, repair, restoration and new construction projects; resource protection and interpretation; personnel issues involving hiring, work scheduling, training and leave requests, performance evaluation and improvement, Level 1 complaint and grievance resolution, and progressive discipline for approximately 20 FTE employees; law enforcement, employee and visitor safety issues; the use of volunteer groups and individuals, community outreach programs, and media relations.

These decisions provide visitors to the parks in this management unit with well-maintained, safe park facilities and the opportunity for memorable outdoor recreation experiences. These decisions also result directly in high employee morale and 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
District Park Manager		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 program goals and objectives.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 14 including seasonal staff
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 uniform policy and 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 after appointment.

Required to live in the L.L. Stub Stewart State Park residence as a condition of employment.

Must obtain the following after appointment:

- OPRD Enforcement Officer Status
- First Aid/CPR Certification

