



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

Employee Name	VACANT	Position Number	
Supervisor Name	Garrett Gilstad	Budget Authorization Number	63400
Position Establishment Date	07-01-2008	Agency Number	63400
Classification Title	Park Ranger 1	Position Description Revised Date	1/21/26
Classification Number	C8434	Representation Code	OA
Working Title	Park Ranger		
Work Location (Park)	Clyde Holliday Management Unit		

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

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to "Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations" by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through 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>

The 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.

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 667 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.

Clyde Holliday Management Unit is composed of the following properties: Clyde Holliday State Recreation Site, Frenchglen Hotel State Heritage Site, Pete French Round Barn State Heritage Site, Sumpter Valley Dredge State Heritage Area, Unity Forrest State Scenic Corridor, Unity Lake State Recreation Site, Kam Wah Chung State Heritage Site.

b. Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program. Complete this statement: The primary purpose of this position is to...

Perform resource interpretation including cultural, natural and historical. Engage with visitors of all ages, providing in-depth explanations, conducting tours, and assisting with special events. Conduct and oversee a variety of tasks in order to protect, maintain, operate and repair state park lands, natural and cultural resources, structures, facilities, equipment and systems by using skills in building trades, including carpentry, electrical, plumbing, painting and landscape maintenance, as well as specialized program skills (e.g.: utility infrastructure operation, park rule enforcement, etc.) related to the maintenance and operations of OPRD programs, properties 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			DESCRIPTION
	N / R / NC	E / NE		
25	R	E		Visitor Services <ul style="list-style-type: none"> Process reservations made by phone, in-person or computer for tours, special events, and campsites; Register overnight campers by computer or self-registration systems and prepare related reports; Accept payment for camping, day-use parking and point-of-sale items (e.g.: gift shop items, firewood, showers, extra vehicle, etc.) by cash, check or credit card, make change and issue receipts, prepare end-of-shift reports and reconcile cash to receipts, research and resolve operator error and out-of-balance reports, prepare and make bank cash drops; Provide information about local attractions and Oregon State Parks, park rules and regulations; Conduct the operation of the visitor center and assist the public with making tours, answering questions, and performing tasks related to day to day operations of the museum and visitor center

10	R	E	<p>Park Patrol, Safety and Rule Enforcement</p> <ul style="list-style-type: none"> • Patrol park areas to protect and preserve resources and facilities by checking for misuse, undesirable activities and hazardous situations, and take appropriate action as dictated by training and experience; • Inspect park grounds, buildings, facilities, vehicles, material and equipment for safety hazards and possible violations, and take appropriate action as dictated by training and experience, prepare inspection reports, job hazard analyses, incident investigations and other reports as required; • Maintain vehicles, work sites, buildings, maintenance shops, yards and storage areas in clean, safe condition; • Render emergency aide and assistance to ocean shore or park visitors as provided for in OPRD Policy OP 50-7 and prepare related reports; • Maintain a current patrol log book and prepare patrol and enforcement action reports for park management; • Explain park rules and regulations to park visitors; • Seek voluntary visitor compliance with park area rules and regulations; issue verbal warnings <p><u>Commissioned officers:</u></p> <ul style="list-style-type: none"> • 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;
25	R	E	<p>Resource Interpretation</p> <p>Research and lead interpretative presentations and assist others with interpretative projects or events. Such work may include:</p> <ul style="list-style-type: none"> • Meet and greet park visitors, conduct roving interpretation related to natural, cultural, or historic features of the park; • Research information, assemble materials and resources for the development of interpretative presentations; • Develop and present evening campfire presentations, lead interpretative walks and tours, give Junior Ranger presentations, other program types as appropriate for the park such as interpretative presentations, historic resource tours, and living history presentations; • Assist with larger special events, activities, or programs; • Assist in training and program feedback for volunteer interpretative hosts;
10	R	E	<p>Resource Conservation</p> <ul style="list-style-type: none"> • Participate in approved, standard practices relating to the conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures. • Participate in approved, standard practices relating to the conservation, preservation and protection of significant natural or scenic resources.
5	R	E	<p>General Park Operations</p> <ul style="list-style-type: none"> • As assigned, give direction concerning work procedures and quality standards to individuals or teams composed of permanent, seasonal, and/or temporary State Park employees, Oregon Youth Corps, Department of Corrections adults in custody, juveniles in custody, court appointed volunteers, private employment agency clients, cooperating association members and other group or individual volunteers to accomplish different and varied tasks to achieve unit, district or region goals.

- Attend and participate in crew meetings, safety meetings and training classes;
- Maintain work sites, maintenance shops, yards and storage areas in clean, safe condition. Clean and properly store equipment, tools, and vehicles after use. Perform minor repairs or adjustments as needed. Lock out or tag out items needing repair or that are unsafe to use.
- Enter maintenance and construction activity data in OPRIS.

5 R E **Landscape Maintenance**

- Plant trees, shrubs, perennials, annuals, turf-grass seed and sod;
- Mow lawns and fields with large and small riding and power mowers, trim turf edges with hand or power tools;
- Irrigate lawns, trees, shrubs, perennials, annuals with hoses, sprinklers, turf valves or automatic systems;
- Maintain irrigation systems, including pumps, timers, pipes, wires and valves;
- Prune trees, shrubs, perennials, annuals and rough brush with hand and power tools;
- Apply fertilizers and pesticides manually or, if licensed, with power equipment;
- Keep trails, footpaths, bridges and parking areas free of vegetation, sand, soil, rocks and snow;

10 R E **Custodial Maintenance**

- Clean rest rooms, showers, buildings, maintenance shops and interpretive centers by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures with approved chemicals;
- Keep toilet paper and paper towel dispensers filled;
- Collect, separate and properly dispose of garbage and recyclable materials;
- Clean fireplaces, tables, footpaths, parking areas, wastewater disposals, signs, drinking fountains and other small fixtures;
- Pick up and properly dispose of litter;
- Replace burned-out lightbulbs and re-set circuit breakers in buildings and campsites as needed;

5 R E **Building Maintenance and Construction**

- Maintain and repair building plumbing systems requiring basic plumbing skills, including: unclogging toilets, sinks, drains, water and sewer lines; repairing or replacing sinks, toilets, urinals, faucets, hose bibs, flush-o-meters, washers and gaskets; repairing ABS, PVC, Pex, copper, iron and transite pipes and fittings; connecting pipe with solvent cements, solder, compression, flange and threaded connections;
- Maintain, repair or construct building structural elements requiring basic carpentry skills, including walls, floors, ceilings, partitions and roofs using hand and power carpentry tools;
- Maintain and repair building electrical systems requiring basic electrical skills, including: resetting circuit breakers and replacing fuses; replacing light bulbs, outlets, switches, cover plates and circuit breakers;
- Maintain and repair building fixtures including: mirrors, paper product dispensers, electric hand-dryers, shelves, windows and doors, door closers, hinges and locks, eave troughs and downspouts;
- Paint buildings and other structures using brushes, rollers and spray equipment, properly clean tools and dispose of cleaning solutions;
- 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;

5	R	E	Other Duties
			<ul style="list-style-type: none">• 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, provide management with information relating to volunteer performance.• Participate in organizing, coordinating and facilitating OPRD-partnership, sponsored or special events, activities or programs.

100%

Responsible for achieving the Department's Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.

Commitment to healthy and diverse work environment: Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons with dignity, and respect. Engage in effective team participation through willingness to assist and support co-workers, supervisors and other work-related stakeholders. Develop collaborative working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and identifying and resolving problems in a constructive manner. Demonstrate openness to constructive criticism and suggestions in an effort to strengthen work performance. Contribute intentionally to a positive, respectful and productive work atmosphere. Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace. Respect diversity of opinions, ideas and cultural differences. Support outreach and diversity-related efforts in order to diversify the workforce. Regular attendance is required to meet the demands of this job and to provide necessary services.

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. RAPP manual.

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 authority for decision making by the Park Manager (or Park Ranger Supervisor). This person will make decisions related to the actual procedures and resources used to complete assigned tasks and actions to be taken during visitor contact, rule enforcement or emergency situations. Decisions are based on training, job knowledge, written guidelines, oral instructions and job experience. These decisions result in the overall quality of the park visitors' experience; in well-maintained and safe park facilities; and in cost effective productivity.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Park Manager or District 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 type="checkbox"/> Plans work | <input 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 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.*

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

Must obtain and maintain one or more of the following after appointment, as applicable or required to perform duties of the position:

- Oregon Driver's License
- First Aid/CPR Certification
- Enforcement Officer Status

Residency in OPRD-provided housing may be a requirement of employment for permanent employees in the Park Ranger, Park Ranger Supervisor, Park Manager, and District Manager classifications, contingent upon the nature of the position and operational needs. This requirement is activated only when an employee occupies an OPRD-provided housing asset as part of the Employee Housing Program. Occupancy is considered an employment condition from the time the employee begins residing in the designated housing asset and continues for the duration of the residency, as determined by the agency.

The person in this position must have:

- Experience in performing park resource and facility operations and maintenance including basic plumbing, carpentry, painting, and grounds-keeping tasks.
- Skill in delivering historical resource interpretation.
- Skill in practices relating to conservation, preservation, restoration, and rehabilitation of archaeological, cultural or historic sites or structures.
- Experience providing the public with factual information based on observation, knowledge and understanding.
- Experience leading museum quality tours and/or presentations.
- Skill in collecting daily, weekly and monthly statistics related to the operation and maintenance of historic sites and/ or structures.

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

Interpretation

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

Visitor Services

- Skill in park rule enforcement as demonstrated by successful completion of OPRD Visitor Safety Academy, in-service and recertification trainings.

- Skill in resolving customer complaints related to overnight camping and park rule interpretation.

Operation and Maintenance

- Skill in the safe use of tools, material and equipment associated with landscape, building, facility and utility system maintenance.
- Skill in performing basic plumbing, carpentry, painting, grounds keeping tasks.

Resource Conservation

- Skill in practices relating to conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures.
- Skill in practices relating to conservation, preservation, and protection of significant natural or scenic resources.

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

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