



POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: South Coast District

Management Unit / Division: Sunset Bay MU

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	00000168886
Supervisor Name	Lee Ricci	Budget Authorization Number	_____
Position Establishment Date	06/24/24	Agency Number	63400
Classification Title	Student/Professional Forester	Representation Code	UA
Classification Number	C0100UA	Position Description Revised Date	06/24/24
Working Title	Student Worker – UA - TEMP		
Work Location (Park)	Shore Acres State Park	Employee Review Date	_____

POSITION Permanent Full-time Limited Duration Academic Year
 Seasonal Part-time Intermittent Job Share

FLSA Exempt **IF EXEMPT** Executive **ELIGIBLE FOR** Yes
 Non-Exempt Professional **OVERTIME** No
 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.

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 Coastal Region is one of three field operation areas within the OPRD Operations Division. Region employees in twelve management units maintain park facilities; provide visitor services and on-site management to OPRD properties in eight Oregon counties. The Coastal 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 \$24 million dollars.

Sunset Bay Management Unit consists of 1458 acres in Coos County. There are 138 campsites, 2 group tent camps, 8 yurts, 1 hiker/bicyclist camp and 80 day-use picnic units, which receive approximately 1.25 million day visits and 73,900 camper nights annually. The annual revenue from the unit is approximately \$290,000. The biennial maintenance and operation budget is approximately \$2.2 million. There are 7 full-time positions and 16 seasonal positions. Approximately 11,464 volunteer hours (5.5 FTEs) are donated each year.

Sunset Bay Management Unit is composed of the following properties: Yoakam Point State Natural Area, Sunset Bay State Park, Shore Acres State Park, Cape Arago State Park, and Golden and Silver Falls State Natural Area.

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...

Assist or supplement a permanent, trained work force by performing repetitive and routine office work that can be easily learned on the job. Providing visitor information and assisting with other duties to insure clean, safe and enjoyable park areas for the visiting public. This is based on the Oregon Bureau of Labor and Industries employment certificate #105405. Minors ages 16-17 must comply with the posted certificate [see note under position duties*].

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	
90%	NC	E	<p>Visitor Information and Assistance Services</p> <ul style="list-style-type: none"> Set out traffic cones at the start of the day and taken them in at the end of the day. Unlock and open the automatic ticket machine shutter at the start of rest and lunch period and at the end of the day. Close and lock the automatic ticket machine shutter at the start of the day and at the end of rest and lunch periods. Turn inside and outside lights off and on as needed <p>Collect day use fees.</p> <ul style="list-style-type: none"> Sell annual and daily Oregon State Park parking permits by accepting money, completing forms and giving receipts. Sell pre-paid event parking permits according to approved procedures. Issue pre-paid passes and passes for non-paying vehicles. Recognize and admit without charge, vehicles with valid Oregon Parks and Recreation Department (OPRD) and other approved agency day use passes. <p>Process revenue following approved cash handling procedures.</p> <ul style="list-style-type: none"> Enter sales into the cash register. Process a variety of tender, including cash, checks, rainchecks, gift certificates and Oregon State Foster Parent authorization certificates. Reconcile revenue and receipts daily. Complete an end of shift report form daily. Secure revenue in the safe. Provide information about local attractions and Oregon State Parks. Answer visitors' questions. Distribute brochures as requested. <p>Provide assistance during visitor related emergencies and prepare related reports.</p> <ul style="list-style-type: none"> Record events in the booth log. Complete required forms in an accurate and timely manner.
5%	NC	E	<p>Janitorial Activities</p> <ul style="list-style-type: none"> Clean restrooms, observation buildings, maintenance shops and interpretive centers by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures. Pick up and properly dispose of litter and garbage. Clean footpaths, parking areas, signs, and other small fixtures by sweeping and washing.

5%	NC	E	<p>Maintain equipment, work site and storage areas in clean, safe conditions.</p> <ul style="list-style-type: none"> • Sweep booth floor. • Wash booth windows. • Replace cash register tapes. • Store material in proper locations. • Under supervision use of lawn mower, weed-eater and blower • In compliance with OR BOLI employment certificate #TBD and renewals: If employment is filled by a minor ages 16-17 restrictions on the certificate for Summary of Child Labor Laws and Wage and Hour Laws pertaining to the operation of motor vehicles by minor employees in non-agricultural employment must be reviewed with incumbent.
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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 primarily performed in the fee collection booth collecting day use fees from customers, making change, and processing the transactions in the cash register. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position including emergency response situations. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds. May travel to other parks, headquarters, or other agencies for training and meetings. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure 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. Work may also be performed in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Walks up and down inclines and stairs, over rough, uneven, and slippery terrain or paved surfaces and over distances up to 5 miles. 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. Maneuvers, manipulates, and operates hand and powered tools if incumbent meets the Oregon BOLI age requirements. May sit or stand for long periods of time. 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). 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.

1. Park Area Rules and Regulations, Ocean Shore State Recreation Area Rules
2. Park Maintenance Manual
3. Registration Administrative Procedures and Reservation Registration Administrative Procedure Manuals [RRAP
4. OPRD Safety Modules, MSDS Handbook
5. State and county building, fire, health and safety codes
6. Shore Acres Booth and Office procedure manuals and handouts
7. Area/Unit emergency Plan

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.

Common-sense decisions and sound judgment to carry out assigned tasks, which results in excellent customer service and satisfaction and ensures efficient, effective park maintenance and operations

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Principal Exec Mgr C	4731091	As above	As above	As above
Park Manager 3	4741101	As above	As above	As above
Park Ranger Supervisor	4731065	As above	As above	As above
Park Ranger	4731005	As Above	As Above	As Above

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.*

SPECIAL REQUIREMENTS – STUDENT WORKER

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards and possess a valid driver's license at time of hire and throughout employment (*if applicable and meets the Oregon BOLI standards for the Student Worker license*)
- 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

The person in this position must have:

- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- 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 basic 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 a small group in accomplishing basic tasks.

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, groundskeeping 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)

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number. (Classification specification and salary information can be found at <http://www.oregon.gov/Pages/cgi-bin/ccrt.aspx?pg=ccrt.>)

SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

APPOINTING AUTHORITY SIGNATURE

DATE

PD version: PRA20151117AS

HRA Initials:

Entered by:
