



# POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: Coastal

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

<b>Employee Name</b>	Vacant	<b>Position Number</b>	
<b>Supervisor Name</b>	Lee Ricci	<b>Budget Authorization Number</b>	
<b>Position Establishment Date</b>		<b>Agency Number</b>	63400
<b>Classification Title</b>	Park Ranger Assistant	<b>Representation Code</b>	OBO
<b>Classification Number</b>	C8433	<b>Position Description Revised Date</b>	01/1/2023
<b>Working Title</b>	Park Ranger Assistant		
<b>Work Location (Park)</b>	Sunset Bay MU	<b>Employee Review Date</b>	

  

<b>POSITION</b>	<input type="checkbox"/> Permanent	<input type="checkbox"/> Full-time	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input checked="" type="checkbox"/> Seasonal	<input type="checkbox"/> Part-time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

  

<b>FLSA</b>	<input type="checkbox"/> Exempt	<b>IF EXEMPT</b>	<input type="checkbox"/> Executive	<b>ELIGIBLE FOR OVERTIME</b>	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional		<input type="checkbox"/> No
			<input type="checkbox"/> 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](http://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. 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 1,458 acres in Coos County. There are 138 campsites, 2 group tent camps, 8 yurts, 1 hiker/bicyclist camp and 80 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: Sunset Bay State Park, Shore Acres State Park, Cape Arago State Park, Golden and Silver Falls Natural Area, and Yoakam Point 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 year-round State Park staff in the protection, maintenance, operation and repair of state park lands, natural and cultural resources, structures, facilities, equipment and systems. Park Ranger Assistants typically perform basic tasks in a single area of park operations (e.g.: janitorial work, landscape maintenance, interpretation or visitor services), although some positions will require performing tasks in a variety of areas. Some work may require the most elementary skills in building trades, including carpentry, electrical, plumbing, painting and landscape maintenance. In addition, specialized skills in basic park maintenance and operations may be required. Park Ranger Assistants, on a task specific basis, may guide the work of individuals or teams composed of volunteers, seasonal, and/or temporary state park employees.

**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 N / R / NC	E / NE	DESCRIPTION
20	N	E	<p><b>Landscape Maintenance</b></p> <ul style="list-style-type: none"> <li>Plant trees, shrubs, perennials, annuals;</li> <li>Mow lawns and fields with large and small riding and power mowers, trim turf edges with hand or power tools;</li> <li>Mow lawns and fields with large and small riding and power mowers, trim turf edges with hand or power tools;</li> <li>Irrigate lawns, trees, shrubs, perennials, annuals with hoses, sprinklers, turf valves or automatic systems;</li> <li>Prune trees, shrubs, perennials, annuals and rough brush with hand and power tools;</li> <li>Manually apply fertilizers and pesticides under direct supervision;</li> </ul>
20	N	E	<p><b>Custodial Maintenance</b></p> <ul style="list-style-type: none"> <li>Clean rest rooms, showers, bathhouses, observation buildings, maintenance shops and interpretive centers by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures;</li> <li>Fill paper product dispensers;</li> <li>Collect, separate and properly dispose of garbage and recyclable materials;</li> <li>Clean fireplaces, tables, footpaths, parking areas, wastewater disposals, signs, drinking fountains and other small fixtures;</li> <li>Pick up and properly dispose of litter;</li> <li>Replace burned-out light-bulbs and re-set circuit breakers in buildings and campsites as needed;</li> </ul>

20	N	E	<b>Facility Maintenance</b> <ul style="list-style-type: none"> <li>• Assist in the construction, maintenance and restoration of hiking trails, footpaths, footbridges, parking areas and curbs;</li> <li>• Assist in painting buildings and other structures using brushes, rollers and spray equipment, properly clean tools and dispose of cleaning solutions;</li> <li>• Assist in the maintenance and repair of park utilities, including water, sewer and electric systems;</li> <li>• Assist in the maintenance and repair of building plumbing, including: unclogging toilets and sinks, changing faucet washers, stopping pipe leaks;</li> <li>• Assist in the maintenance, repair or construction of building structural elements, including walls, floors, ceilings, partitions and roofs using use hand and power carpentry tools as directed;</li> <li>• Record traffic counter and water and sewer meter readings;</li> </ul>
20	N	E	<b>Visitor Services</b> <ul style="list-style-type: none"> <li>• Process computerized campsite reservations;</li> <li>• Register overnight campers by computer or self-registration systems and prepare related reports;</li> <li>• Accept payment for camping, day-use parking and miscellaneous sales items (firewood, ice, etc.) by cash, check or credit card; make change and issue receipts; prepare end-of-shift reports and reconcile cash to receipts; prepare and make bank cash drops;</li> <li>• Seek voluntary visitor compliance with park area rules and regulations;</li> <li>• Provide information about local attractions and Oregon Parks;</li> <li>• Assist during visitor related emergencies and prepare related reports.</li> </ul>
10	N	E	<b>Resource Interpretation</b> <ul style="list-style-type: none"> <li>• Assist in assembling materials and resources for the development of interpretive presentations;</li> <li>• Present evening campground presentations, lead hikes and walk &amp; talk presentations, give Junior Ranger presentations, rocky shores interpretive presentations, lighthouse and historic building tours;</li> </ul>
10	N	E	<b>Other Duties</b> <ul style="list-style-type: none"> <li>• Attend and participate in crew and safety meetings and training classes;</li> <li>• Clean and properly store equipment, tools, and vehicles after use;</li> <li>• Maintain vehicles, work sites, maintenance shops, yards and storage areas in clean, safe condition;</li> <li>• Assist in patrolling park areas by checking for misuse, undesirable activities, hazardous situations and reporting findings to park rangers or management;</li> </ul>
100%			

## SECTION 4. WORKING CONDITIONS

***Based on position requirements, include the appropriate working conditions section form 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 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 limited authority for decision making by the Park Manager (or Park Ranger Supervisor). Decisions made to carry out assigned tasks are based on training, job knowledge, written guidelines, oral instructions and experience. These decisions result in the overall quality of the maintenance and safety of the property and visitor satisfaction, providing the public with well-maintained, safe park facilities, 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
Park Manager or Park Ranger Supervisor		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
- obtain and maintain the following after appointment, as applicable or required to perform duties of the position:
  - Oregon Driver's License
  - First Aid/CPR Certification

**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.

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

Interpretation

- Skill in developing and delivering basic resource interpretation presentations.

Visitor Services

- Skill in providing people with rule information and asking for compliance.
- Skill in using computerized registration equipment and programs.
- Skill in making change and preparing simple cash reconciliation reports.

Operation and Maintenance

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

Resource Conservation

- Skill in assisting with work related to the conservation, preservation and rehabilitation of natural, archaeological, cultural or historic resources.

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

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