



# POSITION DESCRIPTION



Agency Oregon Parks and Recreation Department

Region **Coastal** Management Unit **Fort Stevens**

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 \_\_\_\_\_

Supervisor Name Ken Murphy

Agency Number 63400

Effective Date \_\_\_\_\_

Position Revised Date 04/05/21

Classification Title PARK RANGER ASSISTANT

Classification Number C8433

Working Title PARK RANGER ASSISTANT

Work Location (Park) FORT STEVENS MANAGEMENT UNIT

- POSITION
- Permanent
  - Seasonal
  - Full-Time
  - Part-Time
  - Limited Duration
  - Intermittent
  - Academic Year
  - 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; by managing the Oregon State Fair and Exposition Center; and by providing assistance to local governments for recreation and heritage conservation. The 2007-09 legislatively approved budget includes 602.20 full-time equivalent employees located in the Salem headquarters office, the Oregon State Fairgrounds and four operating regions statewide. OPRD serves more than 40 million visitors per year with a biennial budget of \$228.9 million.

**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.

**The Fort Stevens Management Unit** is a sub-division of the Coastal Region and includes the largest reservation campground in the state with 484 individual sites, 15 Yurts and 10 Cabins. The Unit has 6 day-use parks and includes one Historic Military Museum, home to the Annual Civil War Re-enactment. The unit is comprised of approximately 4,252 acres located in Clatsop County and includes responsibility for the Ocean Shore area from the South Jetty to Tillamook Head in Seaside. Annual visitation is more than 240 thousand overnight campers and over 1.38 million day use visitors. The unit has 13 full time permanent staff, 25 seasonal employees and approximately 38,000 donated volunteer hours (equal to 18.25 FTE). The unit has a biennial budget of \$3.1 million and annual revenue of almost \$1.75 million.

The Fort Stevens Management Unit has a total of 109,554 Maintenance Management Plan (MMP) hours. *MMP hours are a nationally recognized standard of performance in the parks and recreation industry. As such, MMP hours serve not only as an index of the size of any sub-unit in a parks department, but also as a measure of its complexity. The MMP hours, combined with other park operational elements, determine the level of operational and management complexity, resulting in the classification level for OPRD Park Managers and Park District Managers. Operational elements can include but are not limited to: sophisticated facilities and complex infrastructure development; a high number of properties, FTEs and positions; a great amount of budget, revenue, day use and overnight visitation; a presence of Threatened and Endangered plant and animal species, and above- and below- ground resources listed on the National Register of Historic Places; a presence of OPRD co-operating associations, intergovernmental or other agreements; or a combination thereof.*

**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:**

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. DESCRIPTION OF DUTIES**

*List position's major duties, stating percentage of time for each duty.*

N New  
R Revised  
NC No Change  
E Essential Functions  
NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
5%	R	E	<b>Landscape Maintenance</b> As directed or scheduled: <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>• 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>
30%	R	E	<b>Custodial Maintenance</b> As directed or scheduled: <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> </ul>

**SECTION 3. DESCRIPTION OF DUTIES**

List position's major duties, stating percentage of time for each duty.

N New  
R Revised  
NC No Change

E Essential Functions  
NE Non-Essential Functions

% of time	N/R/NC	E/NE	DUTIES
10%	R	E	<ul style="list-style-type: none"> <li>• Replace burned-out light bulbs and re-set circuit breakers in buildings and campsites as needed;</li> </ul> <p><b>Facility Maintenance</b></p> <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>
50%	R	E	<p><b>Visitor Services</b></p> <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>
0%	N	NE	<p><b>Resource Interpretation</b></p> <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>
5%	R	E	<p><b>Other Duties</b></p> <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

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	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. 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?

<b>Classification Title</b>	<b>Position Number</b>	<b>How</b>	<b>How Often</b>	<b>Purpose of Review</b>
Park Manager or Park Ranger Supervisor	4721066  4721108	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 type="checkbox"/> Plan 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 & 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.

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 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 Park Ranger Assistant positions:

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.

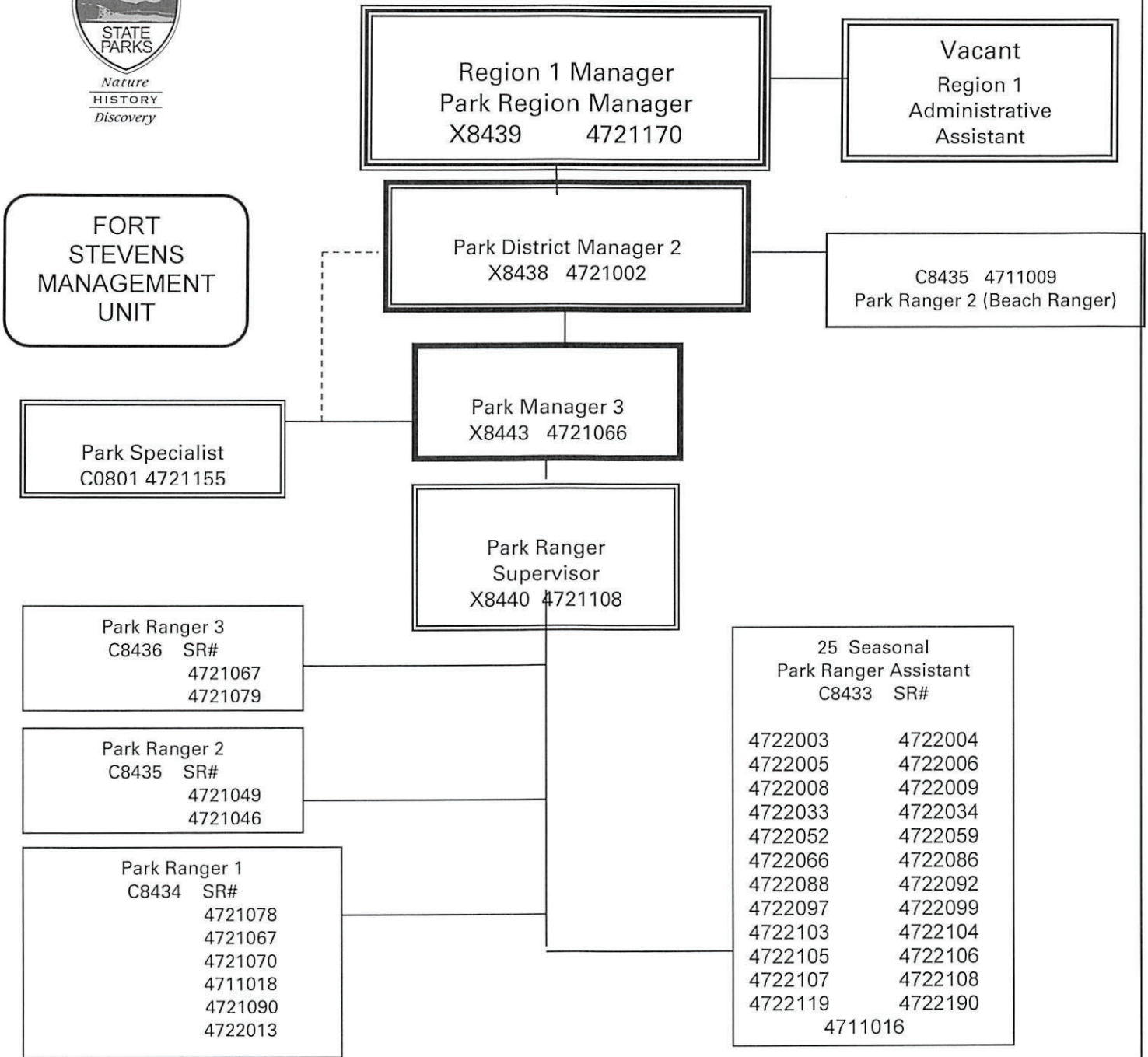
Operation and Maintenance

- 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.

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