



STATE OF OREGON  
**POSITION DESCRIPTION**



**Agency** Oregon Parks and Recreation Department

- Classified Represented
- Classified Unrepresented
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

**Region** Coast      **Management Unit** South Beach

**Position Description Status**  New  Revised

## SECTION 1. POSITION INFORMATION

|                                    |  |  |   |  |
|------------------------------------|--|--|---|--|
| <b>Employee Name</b>               | <b>Position Number</b> _____   |  |   |  |
| <b>Supervisor Name</b>             | <b>Budget Authorization Number</b> _____   |  |   |  |
| <b>Position Establishment Date</b> | <b>Agency Number</b> 63400   |  |   |  |
| <b>Classification Title</b>        | <b>Representation Code</b> MMS   |  |   |  |
| <b>Classification Number</b>       | <b>Position Description Revised Date</b> 01/26/24                                  |  |   |  |
| <b>Working Title</b>               | <b>Employee Review Date</b> _____  |  |   |  |
| <b>Work Location (Park)</b>        |  |  |   |  |
| <b>POSITION</b>                    | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Seasonal | <input checked="" type="checkbox"/> Full-Time<br><input type="checkbox"/> Part-Time  | <input type="checkbox"/> Limited Duration<br><input type="checkbox"/> Intermittent                      | <input type="checkbox"/> Academic Year<br><input type="checkbox"/> Job Share |
| <b>FLSA</b>                        | <input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Non-Exempt  | <b>IF EXEMPT:</b><br><input checked="" type="checkbox"/> Executive<br><input type="checkbox"/> Professional<br><input type="checkbox"/> Administrative | <b>ELIGIBLE FOR OVERTIME:</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |  |

## SECTION 2. PROGRAM AND POSITION INFORMATION

**a. Describe the program in which this position exists. Include program purpose, which'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 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 Coast Region is one of three field operation areas within the OPRD Operations Division. Region employees in 13 management units maintain park facilities, provide visitor services and on-site management to OPRD properties in 8 Oregon counties. The Coast 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 \$31 million.

The Central Coast State Park District consists of 5 Management Units in 2 Counties. Facilities and programs include overnight camps and 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 biennial maintenance and operation budget is approximately \$11 million. There are 45 full-time positions and 65 seasonal positions in the district.

The South Beach Management Unit is composed of the following properties: South Beach State Park, Brian Booth State Park, Beachside State Recreation Site, Driftwood Beach, Governor Patterson, Lost Creek, Seal Rock, Smelt Sands, WB Nelson, Yachats Ocean Road, and Yachats State Recreational Sites, along with San Marine State Wayside, which total 2068 acres in Lincoln County. There are 403 campsites and 342 picnic units, which receive approximately 3 million day visits and 203,688 camper nights annually. The annual revenue from the unit is approximately \$ 1.5 million. The biennial maintenance and operation budget is approximately \$ 3 million. There are 11 full-time positions and 18 seasonal positions. Approximately 35,000 volunteer hours ( 16 FTE) are donated each year.

**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:**

supervise a specific, major program or facility at the management unit, park district or region level with a high degree of independence and technical expertise in specialized park skills (e.g.: resource interpretation, cultural and natural resource restoration, complex utility operations or maintenance programs, park rule enforcement, visitor services, etc.). The person in this position will coordinate activities across management unit boundaries and will mentor permanent and seasonal employees throughout the park region in specialized skills related to the maintenance and operations of OPRD programs and properties.

### 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  |
|-----------|--------|------|---|
| 25%       | R      | E    | <p><b>STAFF SUPERVISION</b></p> <ul style="list-style-type: none"><li>Directly plan and supervise the maintenance, operation and interpretation, rehabilitation and construction activities for all park properties within the management unit. Crews may consist 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. Specific duties may include: prioritizing the tasks to be accomplished and planning the means for their accomplishment; developing work schedules and assigning and reassigning tasks to accomplish prescribed work; giving direction concerning work procedures and transmitting established standards of performance to workers or team leaders; insuring that materials and equipment to complete the tasks are on hand; reviewing work of employees for conformance to standards and assessing workers' performance.</li><li>Supervise the implementation and operation of OPRD revenue programs, including camp site reservation/registration, group and club camping, day use fee collection and group picnic reservations, yurts and special events.</li><li>Support the OPRD's affirmative action plan and maintain a work environment free from harassment and discrimination; promptly investigate complaints.</li><li>Participate in hiring interviews and recommend hiring of year-round and seasonal staff.</li><li>Provide orientation and training for new employees, provide employee development and safety training opportunities for all employees. Encourage continuing education in resource management, technical knowledge and safety, communication and inter-</li></ul> |

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**N** New  
**R** Revised  
**NC** No Change

**E** Essential Functions  
**NE** Non-Essential Functions

| % of time | N/R/NC | E/NE | DUTIES  |
|-----------|--------|------|---|
| 50%       | R      | E    | <p>personal skills. Monitor CEU requirements for employees' licenses and certificates.</p> <ul style="list-style-type: none"> <li>• Complete performance evaluations for seasonal and permanent employees based upon their success in achieving agreed-upon objectives.</li> <li>• Insure that staff comply with OPRD policies and procedures.</li> <li>• Initiate performance improvement plans and disciplinary actions.</li> <li>• Conduct business according to the current SEIU/OPRD contract; respond to grievances at level 1.</li> </ul>  |
| 20%       | R      | E    | <p><b>PROJECT/PROGRAM MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Conduct boundary inspections for trespass violations; inspect properties for negative impacts to natural and cultural resources.</li> <li>• Maintain an appropriate inventory of maintenance and operations supplies and materials.</li> <li>• Write materials or work specifications, obtain quotations, purchase materials or authorize work based upon state purchasing policy.</li> <li>• Dispose of surplus property by following approved procedures.</li> <li>• Develop specific plans, including: employee, material, equipment and budget needs, for the completion of all management unit projects and programs.</li> <li>• Provide opportunities for and actively seek volunteer participation in park maintenance and operations projects and visitor services programs. Work with Friends groups, Partners-in Parks, camp hosts, extended service hosts and volunteer individuals or groups to supplement paid staff. Provide training, materials, tools and equipment where necessary.</li> <li>• Provide training, materials, tools and equipment to volunteers to enable them to accomplish their work.</li> <li>• Research and promote the most efficient and cost effective methods of park maintenance and operations while insuring that OPRD maintenance standards are met on all facilities and properties. Insure that accurate methods are used to monitor the inventory and condition of equipment, facilities, utility systems, natural and cultural resources.</li> <li>• Oversee difficult or complex assignments in landscape maintenance, facility and utility system maintenance, repair and rehabilitation and new construction. Such assignments may require blueprint and contract reading, carpentry, plumbing, electrical wiring, masonry, asphalting, painting and other construction knowledge or skills.</li> <li>• Work with the district manager and OPRD staff to effectively manage natural and cultural resources within OPRD guidelines and in a manner which will protect resource values, especially native plants and rare, threatened and endangered species, significant wetlands, and cultural or historic properties contained on park lands within the &gt;insert name of&lt; Management Unit.</li> <li>• Inspect park properties and facilities to identify potential hazards; take appropriate and necessary measures to eliminate or mitigate hazards.</li> <li>• Insure that data and photographs concerning assets and projects in HUB is current.</li> <li>• Use HUB as a planning and scheduling tool for maintenance and construction activities within the &gt;insert name of&lt; Management Unit.</li> <li>• Insure that completed maintenance and construction activity data is entered in HUB.</li> <li>• Perform other duties as required or assigned.</li> </ul> |
| 20%       | R      | E    | <p><b>VISITOR SERVICES</b></p> <ul style="list-style-type: none"> <li>• Develop special events and programs, in cooperation with OPRD and Region Visitor Services Teams, to attract park visitors and provide recreational opportunities and the interpretation of natural and cultural resources.</li> <li>• Obtain visitor compliance with park area rules and regulations. Issue written warnings</li> </ul>   |

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*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      | NE   | <p>and park citations and notices of exclusion as necessary.</p> <ul style="list-style-type: none"> <li>• Insure that factual, interesting information about local attractions and OPRD properties and programs is provided to park visitors, news media, service clubs and civic organizations. See that "Jr. Ranger" and evening "campfire" programs are in major campgrounds during the summer season.</li> <li>• Inspect park properties and facilities to identify potential hazards; take necessary measures to eliminate or mitigate hazards.</li> <li>• Explain park rules and regulations to park visitors;</li> <li>• Seek voluntary visitor compliance with park area rules and regulations; issue verbal and written warnings as necessary;</li> <li>• Issue citations for rule violations as necessary; prepare related reports; testify in court as required;</li> <li>• Issue notices of exclusion as needed.</li> </ul>  |
| 100%      |        |      | <p><b>OFFICE OVERSIGHT</b></p> <ul style="list-style-type: none"> <li>• Supervise office activities to insure that various field reports are prepared in a timely and accurate manner, including: payroll, periodic and special operations reports, purchasing documents, cash handling and revenue reporting procedures.</li> <li>• Maintain timely and accurate equipment service records, safety inspection reports, hazardous tree surveys, capital inventory and other records as required.</li> <li>• Plan the management unit goals and objectives and budget, including staffing, maintenance and operations, new construction, repair and restoration, acquisition, capital and fleet equipment needs.</li> <li>• Insure that budget expenditure controls, monitoring systems, purchasing and contracting procedures are followed.</li> <li>• Participate in meetings with the region leadership team; communicate frequently with the district and region managers in person, by phone, e-mail, fax or memo to review progress toward management unit, district, region and agency goals and objectives.</li> <li>• Insure that park areas have up-to-date maintenance and operations plans including: emergency procedures, water and sewer system maintenance plans, integrated pest management programs and preventative maintenance programs.</li> </ul> <p><i>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.</i></p> |

## 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. 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.

After frequent consultation and planning with the Park or District Manager, decisions are made relating to the means, methods and personnel for accomplishing the day-to-day operation and maintenance of park properties within the management unit, including assigning and reassigning specific tasks, insuring conformance of work to established standards, employee performance evaluation, purchasing and budget control, employee and visitor safety and the effective use of materials and equipment; effectively recommending employee hiring and disciplinary actions.

These decisions result in well-maintained park facilities for public use and enjoyment; and a safe, productive work environment for the management unit employees.

## 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 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?  
How many employees are supervised through a subordinate supervisor?

10 permanent, 17 seasonal  
NONE

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

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- 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 and OPRD Enforcement Officer Status after appointment.

Must obtain the following after appointment:

- Oregon Commercial Drivers License
- Oregon Pesticide Applicators License
- Oregon Water Treatment and Distribution Certificate
- Oregon Wastewater Treatment & Collection Certificate

The person in this position must have:

- Skill in the use of a personal computer.
- Skill in determining the methods, means and personnel (year-round, seasonal, volunteer, in custody crew) by which park operations are to be conducted.
- Skill in assigning work to be done.
- Skill in evaluating the quality and quantity of park maintenance and operations work performed by direct report personnel.
- Skill in providing performance feedback to direct report personnel.
- Skill in preparing park-related reports, for example: revenue, day and overnight use, incident analysis.
- Skill in overseeing the safe use of tools, material and equipment associated with landscape and building maintenance.
- Skill in leading work requiring the performance of plumbing, carpentry, painting, groundskeeping tasks.
- Skill in leading work related to the interpretation, conservation, preservation and rehabilitation of natural, cultural or historic resources.

This position is identified as essential and will be required to report to work during the closure or curtailment of offices due to inclement weather and/or hazardous conditions.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

| Operating Area | Biennial amount (\$00000.00) | Fund type |
|----------------|------------------------------|-----------|
|----------------|------------------------------|-----------|