



STATE OF OREGON

# POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: >insert<

Management Unit / Division: >insert<

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> _____	<b>Position Number</b> _____ N/A Temp _____
<b>Supervisor Name</b> Brian Vaughan	<b>Budget Authorization Number</b> _____ N/A _____
<b>Position Establishment Date</b> N/A Temp	<b>Agency Number</b> 63400
<b>Classification Title</b> Student/Professional Forester Worker	<b>Representation Code</b> UA
<b>Classification Number</b> 8235	<b>Position Description Revised Date</b> 6/6/2022
<b>Working Title</b> Student Worker	
<b>Work Location (Park)</b> Cove Palisades	<b>Employee Review Date</b> _____

**POSITION**

<input type="checkbox"/> Permanent	<input type="checkbox"/> Full-time	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
<input checked="" type="checkbox"/> Temporary	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Part-time	<input type="checkbox"/> Intermittent
			<input type="checkbox"/> 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 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*.

Oregon Parks and Recreation Department (OPRD) is proud to care for Oregon’s varied landscapes and rich cultural history. The department serves the state of Oregon through the properties and programs it oversees, and recognizes that Oregon’s resilience and beauty are strengthened by its diverse population. Oregon State Parks are public spaces, and as such are welcome to all. Accordingly, OPRD is committed to valuing and serving everyone and actively working to provide safe and equitable access to state parks and agency programs. To this end, the department will not tolerate racism, harassment, discrimination, or intimidation in any form.

>Name of< Management Unit is composed of the following properties: >list each developed and undeveloped properties in the MU<.

**b. Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program.**

The position is responsible to assist park rangers in performing park maintenance tasks. Duties include but are not limited to janitorial work, landscape maintenance, interpretation, and visitor services. Student workers perform tasks in partnership with other park rangers, volunteers, and hosts.

### 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	
20%	N	E	<p><b>Landscape Maintenance</b></p> <p>Under direct guidance and direction from the Park Manager and other Park Rangers you will:</p> <ul style="list-style-type: none"> <li>Assist with mowing lawns, weed trimming, pruning, irrigating, planting and helping in all things related to lawn care including but not limited to seeding, fertilizing and aerating.</li> </ul>
40%	N	E	<p><b>Custodial &amp; Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>Complete restroom cleaning procedures in partnership with staff and volunteers.</li> <li>Clean Park buildings such as offices, shops, visitor centers, etc. by disinfecting and mopping floors, walls, windows, fixtures, and other surfaces.</li> <li>Clean and wash vehicles and equipment.</li> <li>Assist with inventory of items in restrooms and other park buildings.</li> <li>Work in conjunction with staff to dispose of park waste which includes: firepit ring waste, hot ash bins, barbeque grills, recycling, garbage from receptacles, and litter.</li> <li>Replace burned-out lightbulbs and re-set circuit breakers in buildings and campsites as needed.</li> <li>Assist in the maintenance and repair of building plumbing, including unclogging toilets and sinks, changing faucet washers, stopping pipe leaks</li> <li>Help collect traffic, water, and other counters for data accuracy such as hour meters and vehicle mileage.</li> </ul>
30%	N	E	<p><b>Visitor Services</b></p> <ul style="list-style-type: none"> <li>Work with staff and volunteers to check-in visitors and educate them on park safety and rules.</li> <li>Process computerized campsite reservations with direction from park staff.</li> <li>Accept payment for fees associated with overnight campground or day-use while working with others in a booth setting by processing self-registration envelopes.</li> <li>Convey Park and attraction information to guests in-person or by phone.</li> <li>Sell Park business related items including wood, ice, bike helmets, marine fuel etc.</li> <li>Sell annual and daily Oregon State Park parking permits by accepting money, completing forms, and giving receipts.</li> <li>Sell pre-paid event parking permits according to approved procedures.</li> <li>Issue pre-paid passes and passes for non-paying vehicles.</li> </ul>
5%	N	E	<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>Work in conjunction with rangers to assist with programs or activities for park visitors</li> </ul>

			<ul style="list-style-type: none"> <li>• Interns will provide informal interpretation with the guidance of Park Rangers by providing the opportunity for people to care about the places they visit, field interpreters promote stewardship and the opportunity to care for park resources.</li> <li>• Provide interpretation with park visitors throughout your daily tasks including answering questions and giving applicable interpretive facts about parks and park resources</li> </ul>
5%	N	E	<b>Other Duties as assigned</b>

## SECTION 4. WORKING 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. 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. If licensed the ability to drive 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 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 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

## 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

List the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Other OPRD Staff Volunteers and Park Visitors	In person, by mail, email or telephone	Give and receive information, seek guidance, coordinate work.	Daily

## SECTION 7. POSITION-RELATED DECISION MAKING

**Describe the typical decisions of this position.**

The student work should make decisions based on direct training from park management and staff. If a decision is not clear to the student worker, they should seek guidance for how these decisions will impact the park.

## 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

**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

**Must meet the following special requirements:**

- have a criminal history background check that meets OPRD criteria at the 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

**Requested Skills:**

- Strong interpersonal communication skills
- Desire to provide quality customer service
- Ability to work well within a team
- Desire to work both outdoors and indoors
- Basic computer literacy
- A responsible and safe driver

## SECTION 11. ORGANIZATIONAL CHART

**Attach a current organizational chart.**

## SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

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APPOINTING AUTHORITY SIGNATURE

DATE