



# POSITION DESCRIPTION



**Agency:** Oregon Parks and Recreation Department

**Region:** Valleys Region

**Management Unit / Division:** Region Park Resource Program

**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> 4701148
<b>Supervisor Name</b> Ryan Sparks	<b>Budget Authorization Number</b> _____
<b>Position Establishment Date</b> 04/01/2021	<b>Agency Number</b> 63400
<b>Classification Title</b> Natural Resource Specialist 3	<b>Representation Code</b> AEE
<b>Classification Number</b> C8503	<b>Position Description Revised Date</b> 10/18/2024
<b>Working Title</b> Region Forester	
<b>Work Location (Park)</b> Valleys Region Office (Willamette Mission SP)	<b>Employee Review Date</b> _____

  

<b>POSITION</b>	<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input 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 Valleys Region Forester is responsible for helping field staff in the regions 8 management units, project planning, and other staff managing the forest systems in the Valleys Region. Each region (Coast, Valleys, Mountain) have a forester in addition to a Central Forester position. These positions work closely with other region and agency staff. Each region Forester will be responsible for assisting region personal in prioritizing and coordinating forest protection and property management activities.

**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 the Region Park Resource Manager in implementing an effective regional forest management program; in preparing and overseeing contracts to inventory forests, preparing tree planting, tree service and young stand management contracts and timber product sale contracts as tools to improve the regional forest resources in support of the agency's mission. Training park staff in hazard tree identification and monitoring. Position will also coordinate with park staff to help prioritize and manage fuels reduction, hazard tree identification and removal as well as wildfire mitigation.

**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
			<b>Regional Forest Resource Program</b>
			<ul style="list-style-type: none"> <li>Assist the Regional Park Resource Manager, section specialists, programs and field units, cooperators from other agencies, private properties and organizations to effect proactive management of OPRD's forest resources.</li> <li>Serve as a regional expert to assist the Central Park Forester and other Regional Foresters in the prioritization of forestry projects, sharing of information &amp; resources, and management across the state to achieve multiple objectives for forest and park resources.</li> <li>Conduct or lead forest management projects to improve stand conditions and ecosystem functions that include silviculture practices in young and intermediate stands. Implement silviculture practices focusing on salvage operations, variable density thinning, uneven aged selective removal, and reforestation. Activities include either directly conducting, or writing and managing contracts for; stocking surveys, insect, disease and fuel load surveys, stand exams, project unit layout and mapping, access location and negotiation, developing treatment prescriptions, marking, cruising, computing wood volumes, oversight of timber harvest operations, stump treatment, debris disposal, site rehabilitation and reforestation work.</li> </ul>
40	N	E	<ul style="list-style-type: none"> <li>Plan and implement all forestry projects in accordance with applicable laws and regulations.</li> <li>Prepare, administer, and oversee implementation of contracts in accordance with State contract rules and guidelines.</li> <li>Coordinates with other Federal, State, and local agencies private businesses and organizations, local communities, interest groups, and the public.</li> <li>Lead effort in refining the department's existing forest resources assessment, using a GIS-based approach; assist in developing a forest management strategy focusing on enhancing ecosystem functions.</li> <li>Update and expand existing forest inventory, including all forest resources, through stand inspections, surveys and documentation of completed treatments.</li> <li>Coordinate with other state agencies, including Oregon Department of Forestry (ODF), in forest management related efforts.</li> <li>Oversee wildfire protection contracts with ODF</li> <li>Design and conduct monitoring plan to evaluate the agency's forest management strategy, techniques, and efficiency.</li> </ul>

			<p><b>Regional Facility Tree Management</b></p> <ul style="list-style-type: none"> <li>• Assist in improving facility tree management and protection in park development, operations, and maintenance.</li> <li>• Create, coordinate and implement a regional tree management program for facilities operated by the agency which includes tree maintenance and tree-related hazard management.</li> <li>• Develop and maintain a hazard tree survey program that includes creating standard forms and guidelines for assessment, training of key personnel, and assistance in remediation.</li> <li>• Create a tree service contract form and procedures to minimize staff time and expense in project administration and to assure compliance with Department of Administrative Services rules.</li> <li>• Maintain a hazard tree database to ensure appropriate funding and resources are provided to control liabilities and ensure health and safety to personnel and park users.</li> </ul>
25	N	E	
			<p><b>Fire Prevention and Mitigation</b></p> <ul style="list-style-type: none"> <li>• Coordinate the creation, coordination, implementation and maintenance of a regional fire prevention and mitigation program</li> <li>• Coordinate the regional program aimed at developing and maintaining a functional and sustainable fire prevention program that includes creating standards and guidelines for defensible spaces, thinning and other relevant tools for use on developed and undeveloped OPRD managed properties</li> <li>• Develop and implement post wildfire rehabilitation and mitigation plans to ensure site safety, stabilization and recovery.</li> </ul>
30	N	E	
			<p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Perform other duties as assigned</li> </ul>
5	N	E	
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.***

### **WORKING CONDITIONS**

Work is performed in and around forests, buildings, facilities, and grounds, inside and outside in all weather conditions. Frequently 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 steep 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. 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. 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.*

State's Forest Practices Act; Fire, Log Branding, Log Export Prohibition and smoke management rules; Federal, State and county zoning; ORS 390.121d authorizing the Oregon Parks and Recreation Commission to conduct forest product sales; OAR 736-18-050 to 055 concerning Parks Forest Management; and OAR 736-18-105 to 145 concerning the prohibition of timber sales to exporters of unprocessed logs, OPRD Policy and Procedure Manual, and OPRD Natural and Cultural Resource Compliance Handbook.

In properties leased or under certain deed restrictions or reservations from the Federal Government, forestry and other natural resource management activities may be subject to the provisions and requirements of the National Environmental Policy Act (NEPA) and other federal laws and regulations.

- b. *How are these guidelines used?*

These laws, regulations, and guidelines are used to set the content and level of documentation. In general, these guidelines do not prescribe how the work is to be done, but constitute the laws and regulations that must be complied with.

## SECTION 6. WORK CONTACTS

*Excluding co-workers*, list the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Agency Staff	All forms	Obtain and provide information on projects and programs.	Daily
Federal, state, regional and non-profit partner agencies	All forms	Give and receive data and guidance on projects and programs with impacts to or by partner agencies. Answer inquiries about natural or cultural resource issues and impacts.	Daily
SHPO, Tribes	All forms	Give and receive data and guidance concerning Federal & State Laws and coordination of findings and proposals. Answer inquiries about natural or cultural resource issues and impacts.	Daily
Private companies	All forms	Bidding and coordination of service contracts, information exchange and advisory services.	As needed
General Public	All forms	Answer inquiries about natural or cultural resource issues and impacts. Provide information and answer inquiries about Scenic Waterway notification process. Provide approvals/denials regarding this program.	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 will decide:

- how federal, state, and local environmental laws affect projects in the program and recommend appropriate strategy;
- the level of coordination with other agencies necessary to accomplish projects;

- programmatic direction for the cultural resources program;
- to approve or deny scenic waterway notices;
- if the quality and accuracy of products prepared by staff or contractors meets requirements;
- whether to recommend approval/denial of invoices and contracts.
- forest asset values and project costs by using expertise, technical data, and other tools.

These decisions affect the cost, timeframe, and scope of cultural and natural resource work, or, in some cases, whether projects are either substantially modified or even abandoned in order to minimize or avoid impacts. Decisions can affect the quality of developed and undeveloped landscapes, natural resource areas, and cultural resource sites. Decisions can affect the cost effectiveness of the agency overall and ultimately, the credibility of OPRD among other resource agencies, other government agencies, institutions, legislature, the tribes, and other public interest venues. Decisions affect forest asset values with budget and revenue implications.

**SECTION 8. REVIEW OF WORK**

***Who reviews the work of the position?***

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Natural Resource Protection and Sustainability Manager 2	4701003	All Forms	Informally on a day to day basis, formally on a monthly basis	Ensure policies, procedures and standards are being met; issue resolution and guidance; performance evaluations

**SECTION 9. OVERSIGHT FUNCTIONS**

**a. How many employees are directly supervised by this position?** 0

**How many employees are supervised through a subordinate supervisor?** 0

**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.*

**Minimum Qualifications:**

- Three years of experience in (specify natural resource program area). At least one year of the experience must be at a technical or professional level performing activities in a natural resource program such as researching and analyzing data, conducting investigations, applying pertinent laws and regulations, or coordinating and monitoring project activities; AND
- A Bachelor's degree in (specify natural resource area), or three additional years of related (pertinent) experience.
- A Master's degree in (specify natural resource area(s) ) will substitute for up to one year of the required experience.
- A Doctorate degree in (specify natural resource area(s) ) will substitute for up to two years of the required experience.

**SPECIAL REQUIREMENTS**

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)
- 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
- acquire arborist certification within 1 year of hire date.

**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 courtesies while communicating with others.
- Skill in leading individuals or a small group in accomplishing complex tasks.
- High level of experience and expertise in environmental projects with skills and abilities in forest management
- Ability to coordinate and lead teams of experts to accomplish project and program priority goals and objectives.
- Skill in practices relating to conservation, preservation and restoration, rehabilitation of forest resources
- Excellent verbal and written communication skills.
- Expert knowledge in developing project scopes of work, budgets, conducting research and analysis, and the preparation of reports including ensuring compliance with state and federal laws and regulations.
- Skill and experience in partnership building and collaboration with diverse staff within and outside the agency.
- Skill and experience in planning and design of complex projects and their subsequent coordination and completion.
- Ability to provide quality control of technical forest resource documentation prepared by or for OPRD.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of a personal computer.

**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>
N/A	\$	
	\$	
	\$	
	\$	