



POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: Valleys

Management Unit / Division: Champoeg

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	4721017
Supervisor Name	Matt Moritz	Budget Authorization Number	001279930
Position Establishment Date	7/1/2009	Agency Number	63400
Classification Title	Park Ranger 1	Position Description Revised Date	10/24/2024
Classification Number	C8434	Representation Code	OA
Working Title	Park Ranger		
Work Location (Park)	State Capitol MU		

- 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; 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 under *Budget & Facts*.

The Valleys Region is one of three operating regions within the OPRD Operations Division. Region employees across 9 management units maintain park facilities; provide visitor services and on-site management to OPRD properties in 11 Oregon counties. The Valleys Region has over 120 parks, waysides, recreational area properties, and the Willamette River Greenway (95 parcels). Facilities and programs include 11 overnight camps and 15 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 ~200 year-round and seasonal FTE, and operates with a biennial budget in excess of \$34 million dollars.

The **Willamette Valley District** consists of 5 Management Units in 6 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, Willamette River Greenways, Willamette River Water Trail, historic buildings and volunteer groups, recreation and visitor service programs along with the State Capitol. The biennial maintenance and operation budget is approximately \$ 12.5 million. Approximately 31,000 volunteer hours are donated each year. The district has 200,000 MMP hours.

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...

perform, conduct and oversee a variety of tasks in order to protect, maintain, operate and repair state park lands, natural and cultural resources, structures, facilities, equipment and systems by using skills in building trades, including carpentry, electrical, plumbing, painting and landscape maintenance, as well as specialized program skills (e.g.: resource interpretation, cultural and natural resource restoration, utility infrastructure operation, park rule enforcement, etc.) related to the maintenance and operations of OPRD programs, properties within the Silver Falls Management Unit.

The **State Capitol Management Unit** is composed of the following properties: State Capitol State Park and Willamette Mission State Park which total 1258 acres Marion County. The Management Unit receives approximately 622,500 day visits and 1500 camper nights annually. The annual revenue from the unit is approximately \$95,000. The biennial maintenance and operation budget is approximately \$ 2,175,000. There are 8 permanent positions and 7 seasonal positions. Approximately 5,500 volunteer hours are donated each year.

The **State Capitol Management Unit** has a total of 35,000 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: a moderate level of facility and infrastructure development; fewer properties, FTEs and positions; a moderate amount of budget, revenue, day use count 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.

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	
10%	N	E	<p>General Park Operations</p> <ul style="list-style-type: none"> As assigned, give direction concerning work procedures and quality standards to individuals or teams composed of permanent, seasonal, and/or temporary State Park employees, Oregon Youth Corps, Department of Corrections adults in custody, juvenile in custody, court appointed volunteers, private employment agency clients, cooperating association members and other group or individual volunteers to accomplish different and varied tasks to achieve unit, district or region goals. Attend and participate in crew meetings, safety meetings and training classes; Maintain work site, maintenance shops, yards and storage areas in clean, safe condition. Clean and properly store equipment, tools, and vehicles after use. Perform minor repairs or adjustments as needed. Lock out or tag out items needing repair or that are unsafe to use. Enter maintenance and construction activity data in OPRIS.

30%	N	E	Landscape Maintenance <ul style="list-style-type: none"> • Plant trees, shrubs, perennials, annuals, turf-grass seed and sod; • Mow lawns and fields with large and small riding and power mowers, trim turf edges with hand or power tools; • Irrigate lawns, trees, shrubs, perennials, annuals with hoses, sprinklers, turf valves or automatic systems; • Maintain irrigation systems, including pumps, timers, pipes, wires and valves; • Prune trees, shrubs, perennials, annuals and rough brush with hand and power tools; • Apply fertilizers and pesticides manually or, if licensed, with power equipment;
15%	N	E	Custodial Maintenance <ul style="list-style-type: none"> • Clean rest rooms, showers, bathhouses, observation buildings, maintenance shops and interpretive centers by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures with approved chemicals; • Keep toilet paper and paper towel dispensers filled; • Collect, separate and properly dispose of garbage and recyclable materials; • Clean fireplaces, tables, footpaths, parking areas, wastewater disposals, signs, drinking fountains and other small fixtures; • Pick up and properly dispose of litter; • Replace burned-out light-bulbs and re-set circuit breakers in buildings and campsites as needed;
5%	N	E	Building Maintenance and Construction <ul style="list-style-type: none"> • Maintain and repair building plumbing systems requiring basic plumbing skills, including: unclogging toilets, sinks, drains, water and sewer lines; repairing or replacing sinks, toilets, urinals, faucets, hose bibs, flush-o-meters, washers and gaskets; repairing ABS, PVC, Pex, copper, iron and transite pipes and fittings; connecting pipe with solvent cements, solder, compression, flange and threaded connections; • Maintain, repair or construct building structural elements requiring basic carpentry skills, including walls, floors, ceilings, partitions and roofs using hand and power carpentry tools; • Maintain and repair building electrical systems requiring basic electrical skills, including: resetting circuit breakers and replacing fuses; replacing light bulbs, outlets, switches, cover plates and circuit breakers; • Maintain and repair building fixtures including: mirrors, paper product dispensers, electric hand-dryers, shelves, windows and doors, door closers, hinges and locks, eave troughs and downspouts; • Paint buildings and other structures using brushes, rollers and spray equipment, properly clean tools and dispose of cleaning solutions;
10%	N	NE	Facility Maintenance and Construction <ul style="list-style-type: none"> • Construct, maintain and restore hiking trails, using hand and power construction tools to remove vegetation, cut and fill contours to establish trail lines, prepare and finish trail crowns, install water bars, culverts and footbridges, apply gravel or wood chip surfaces; • Construct, maintain and restore footbridges: check bridgeheads, stringers, treads and handrails for dry-rot or other defects; use hand and power carpentry and construction tools to build new or repair existing bridges; • Construct, maintain and restore footpaths, parking areas and curbs, using asphalt, concrete, packed gravel and paver blocks; use hand and power tools to prepare and place surface materials;

- Construct, maintain and repair signs, posts and cluster structures, water fountains, permanent and portable tables and benches, fireplaces and barbecue stoves, wastewater disposals, campsite utility (water, sewer and electrical) connections, bulletin boards;
- Keep trails, footpaths, bridges and parking areas free of vegetation, sand, soil, rocks and snow;

5%

N

NE

Utility System Maintenance and Construction

- Maintain water distribution and treatment, and wastewater collection and treatment systems in good operating order: inspect, clean, lubricate and perform periodic tasks as required on lines, valves and equipment;
- Isolate and remove pumps requiring repair; perform repairs within the limits of training, licenses and experience;
- Winterize all park buildings and water lines by draining and blowing lines as required, activate buildings and water lines for seasonal use;
- Record water and sewer meter readings, take and report chlorine residual samples, prepare and submit distribution, collection and treatment plant reports as required;
- Identify, correct and report water and sewage system failures as required;
- Obtain water and sewage samples and submit to laboratories for tests as required by DEQ and DHS permits;
- Order and maintain appropriate stocks of treatment chemicals, equipment parts, testing supplies;
- Identify and repair water and sewer system breakdowns including equipment malfunctions, leaks, infiltration; repairing ABS, PVC, Pex, copper, iron and transite pipes and fittings;
- Maintain and repair park electric systems within the limits of training, licenses and experience: reset circuit breakers and replace fuses, replace light bulbs, outlets, switches, cover plates and circuit breakers in campsite electric hook-ups;
- Maintain updated utility system maps, report changes to HUB;

10%

N

NE

Visitor Services

- Process computerized campsite reservations;
- Register overnight campers by computer or self-registration systems and prepare related reports;
- Accept payment for camping, day-use parking and point-of-sale items (e.g.: firewood, showers, extra vehicle, etc.) by cash, check or credit card, make change and issue receipts, prepare end-of-shift reports and reconcile cash to receipts, research and resolve operator error and out-of-balance reports, prepare and make bank cash drops;
- Provide information about local attractions and Oregon State Parks, park rules and regulations;
- Conduct the operation of the campground and registration booth: train and oversee the work of seasonal employees, ensure that policies and procedures related to campground operation and cash handling are followed;
- Serve as coordinator for Active (computerized camper reservation and registration) program: prepare and submit annual park profile for management approval, troubleshoot day-to-day reservation/registration software and operator problems, research and resolve operator errors, provide information to Reservations Northwest (RNW);

10%

N

E

Park Patrol, Safety and Rule Enforcement

- Patrol park areas to protect and preserve resources and facilities by checking for misuse, undesirable activities and hazardous situations, and take appropriate action as dictated by training and experience;

- Inspect park grounds, buildings, facilities, vehicles, material and equipment for safety hazards and possible violations, and take appropriate action as dictated by training and experience, prepare inspection reports, job hazard analyses, incident investigations and other reports as required;
- Maintain vehicles, work sites, buildings, maintenance shops, yards and storage areas in clean, safe condition;
- Render emergency aide and assistance to ocean shore or park visitors as provided for in OPRD Policy OP 50-7 and prepare related reports;
- Maintain a current patrol log book and prepare patrol and enforcement action reports for park management;
- Explain park rules and regulations to park visitors;
- Seek voluntary visitor compliance with park area rules and regulations; issue verbal and written warnings as necessary;
- Issue citations for rule violations as necessary; prepare related reports; testify in court as required;
- As authorized, issue notices of exclusion;

0%

N

E

Resource Interpretation

Research and lead interpretative presentations and assist others with interpretative projects or events. Such work may include:

- Meet and greet park visitors, conduct roving interpretation related to natural, cultural, or historic features of the park;
- Research information, assemble materials and resources for the development of interpretative presentations;
- Develop and present evening campfire presentations, lead interpretative walks and tours, give Junior Ranger presentations, other program types as appropriate for the park such as rocky shores interpretative presentations, lighthouse or other historic resource tours, and living history presentations;
- Assist with larger special events, activities, or programs;
- Assist in training and program feedback for volunteer interpretative hosts;

5%

N

E

Resource Conservation

- Participate in approved, standard practices relating to the conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures.
- Participate in approved, standard practices relating to the conservation, preservation and protection of significant natural or scenic resources.

100%

Ongoing

Commitment to Healthy and diverse Work Environment

- Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons with dignity, and respect.
- Engage in effective team participation through willingness to assist and support co-workers, supervisors and other work-related stakeholders.
- Develop collaborative working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and identifying and resolving problems in a constructive manner.
- Demonstrate openness to constructive criticism and suggestions in an effort to strengthen work performance.
- Contribute intentionally to a positive, respectful and productive work atmosphere.
- Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace.

- Respect diversity of opinions, ideas and cultural differences.
- Support outreach and diversity-related efforts in order to diversify the workforce.
- Regular attendance is required to meet the demands of this job and to provide necessary services.

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.

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 contracts	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 authority for decision making by the Park Manager. This person will make decisions related to the actual procedures and resources used to complete assigned tasks and actions to be taken during visitor contact, rule enforcement or emergency situations. Decisions are based on training, job knowledge, written guidelines, oral instructions and job experience. These decisions result in the overall quality of the park visitors' experience; in well-maintained and safe park facilities; and in 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	4711077	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 one or more of the following after appointment, as applicable or required to perform duties of the position:
 - First Aid/CPR Certification
 - Enforcement Officer Status
 - Oregon Pesticide Applicators License (or designee)
 - Oregon Water Treatment and Distribution Certificate (or designee)
 - OPRD Chainsaw Operation & Safety

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.
- Skills and knowledge of basic park resource and facility operations and maintenance and/or resource interpretation.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or a small group in accomplishing basic tasks.

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

Interpretation

- Skill in developing and delivering presentations and products within established resource interpretation programs.
- Skill in monitoring basic resource interpretation presentations of seasonal and volunteer employees.

Visitor Services

- Skill in park rule enforcement as demonstrated by successful completion of OPRD Visitor Safety Academy, in-service and recertification trainings.
- Skill in resolving customer complaints related to overnight camping and park rule interpretation.

Operation and Maintenance

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

Resource Conservation

- Skill in practices relating to conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures.
- Skill in practices relating to conservation, preservation, and protection of significant natural or scenic resources.

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

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

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number. (Classification specification and salary information can be found at [http://www.oregon.gov/Pages/cgi-bin/ccrt.aspx?pg=ccrt.](http://www.oregon.gov/Pages/cgi-bin/ccrt.aspx?pg=ccrt))

See organizational chart in Workday.

SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

APPOINTING AUTHORITY SIGNATURE

DATE

PD version: PR120151117AS

HRA Initials:	Entered by:
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