

OREGON PARKS & RECREATION JOB ANNOUNCEMENT

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ANNOUNCEMENT NUMBER: LEPR0834
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OPEN: 2/25/09
CLOSE: 3/11/09
LOCATION: Sublimity (24Q)



Oregon Parks & Recreation
Human Resources Division

Park Ranger 1

Park Ranger
\$2,473 - \$3,383

GENERAL INFORMATION

If you qualify for the job announcement pay close attention to the “How to Apply” instructions at the end of this announcement, application and materials must be received by the 5:00 pm on the close date of the announcement, applications received after 5:00 pm will not be accepted.

Oregon Parks and Recreation Department’s mission is to provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

If you would like more information about Silver Falls State Park please click on the following link (http://www.oregonstateparks.org/park_211.php); OR if you would like information about Oregon Parks and Recreation Department visit (www.oregonstateparks.org).

- There is one (1) **permanent**, full-time position with Oregon Parks and Recreation Department at Silver Falls State Park in Sublimity, Oregon.
- This position is represented by the Service Employee International Union (SEIU).
- This recruitment will be used to establish a list of qualified people to fill the current opening.

The State provides an excellent benefit and compensation package, which includes:

- Option to participate in the Oregon Savings Growth Plan, a deferred compensation program offering a wide variety of investment options.
- 9 paid holidays, vacation leave earned at the rate of 8 hours per month, with increases in 5 year increments, 8 hours of sick leave monthly, and 24 hours of personal business leave yearly.
- A generous contribution toward individual and family health and dental insurance. Employer paid \$5,000 basic life insurance with additional coverage available including long- and short-term disability plans, accidental death and dismemberment plans and long-term care insurance.

Applicants are subject to both a Computerized Criminal History and Driver & Motor Vehicle Services check. Adverse background data may be grounds for immediate disqualification. Information obtained in this process will remain confidential.

PRIMARY POSITION DUTIES

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 Silver Falls Management Unit is composed of the following properties: Silver Falls State Park which totals 9064 acres in Marion County. There are 100 campsites and 500 picnic units, which receive approximately one million day visits and 62,000 camper nights annually. The annual revenue from the

unit is approximately \$ 632,000. The biennial maintenance and operation budget is approximately \$2.3 million. There are 10 full-time positions, 13 seasonal positions, and up to 6 temporary workers. Approximately 30,000 volunteer hours (11 FTE) are donated each year.

General Park Operations

- 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 inmates, juvenile inmates, 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 HUB.

Landscape Maintenance

- Plant trees, shrubs, perennials, annuals, turfgrass 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;

Custodial Maintenance

- 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 lightbulbs and re-set circuit breakers in buildings and campsites as needed;

Building Maintenance and Construction

- 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, flushometers, 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;

Facility Maintenance and Construction

- 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 dryrot 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;

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;
- 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;

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 the Park Office (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);

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;

CONDITIONS OF EMPLOYMENT

Following is a list of additional requirements that are needed at the time of hire :

- *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.*

QUALIFICATIONS

- *Two years of visitor services experience (e.g. rule enforcement; interpretation such as education and environmental awareness programs; special events and activities; etc.) AND/OR maintenance experience (e.g., construction, landscaping):*
- *A Bachelor's degree in Park and Recreation Administration, Natural Resource Management, Environmental Studies or a related field may substitute for up to one year of experience;*
- *An Associate's degree in Park and Recreation Administration or Natural Resource Management or Environmental Studies may substitute for up to six months of experience.*

If you qualify, see “**How to Apply**” section of this announcement.

DESIRED COMPETENCIES

The ideal candidate will have a performance record demonstrating the following desired competencies:

- *Experience providing exceptional customer service working with the public or in a public setting;*
- *Effective communication skills; ability to communicate openly in customer service situations and/or with the general public, including emergency situations or where people are upset, hostile, or angry;*
- *Experience in performing janitorial, building maintenance, grounds maintenance, equipment operation and repair, and facility and utility tasks;*
- *Ability to work independently managing competing priorities, including skill in organizing and coordinating workload;*
- *Leadership experience and/or skills working with diverse work team including volunteers, youth crews, or the general public.*

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. 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.

HOW TO APPLY

If you qualify, submit a **State of Oregon Employment Application** form (PD100) **and a cover letter** of no more than three pages clearly describing how you believe you've developed and demonstrated the above **desired competencies**. Please use specific examples.

Please note in your cover letter or directly on the front of your application where you **first** saw this position advertised (name of newspaper, website, publication, etc.).

Those candidates whose experience most closely matches the primary duties of this position will be invited to an interview.

SEND COMPLETED APPLICATION MATERIALS TO:

Oregon Parks and Recreation Department
Human Resources Division
725 Summer Street NE, Suite C
Salem, Oregon 97301-1266

You may **E-MAIL** your application materials to us at parks.jobs@state.or.us. **In the subject line please include the position title and job announcement number**. By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive automated confirmation of receipt only if you submit via e-mail.

You may submit an application by **FAX** to 1-888-310-1364. Faxed applications will be accepted until 5:00 p.m. (Pacific Time) on the closing date listed on this announcement. We are unable to verify receipt of faxed applications.

H.I.R.E. System participants interested in being considered for this position must follow the TO APPLY instruction listed in this announcement. Copies of applications, supplements and job announcements can be obtained from www.oregonjobs.org.

AFTER your application materials have been reviewed, you will be sent a notice by mail advising: a) if your application was accepted or b) if your application was not accepted. If you don't agree with the results, you may request a review. Review requests must be submitted in writing and must be received within 10 days from the date of the notice. Additional information cannot be accepted. However, if your application was not accepted and if the recruitment is still open, you may submit a new application as

long as it is received in our office by the close date. OPRD is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

SUBMIT only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OPRD. It is the applicant's responsibility to submit all required documents every time.

INTERVIEWS will be scheduled for those applicants whose background most closely matches the needs of the position. **KEEP** a copy of all application materials for job interviews. **COPIES ARE NOT PROVIDED.**

CURRENT JOB OPENINGS and information on the required application forms are available through <http://www.oregonjobs.org/>, or you can obtain a State of Oregon Employment Application form (PD100) from any local Oregon Employment Department office, most other state agency personnel offices.

APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. ON THE CLOSE DATE. *Due to the volume of applications received, OPRD cannot confirm receipt of applications.* The pay on all announcements may change without notice.

If you have a disability and need assistance completing the application materials, call the OPRD Human Resources Division at (503) 986-0662.

OPRD is an equal opportunity, affirmative action employer committed to a diverse work place.