

# Employment Opportunities

600 NE Grand Ave.  
Portland, OR 97232-2736  
503-797-1570  
[www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs)



---

## Park Ranger

### Internal and general recruitment

|                              |  |
|------------------------------|--|
| <b>Status:</b>               | One full-time position   |
| <b>Department:</b>           | Parks and Environmental Services   |
| <b>Work location:</b>        | Columbia River Office (Oxbow Park)   |
| <b>Pay range:</b>            | Entrance rate: \$18.68; 6 months: \$20.33; 18 months: \$21.98;<br>30 months: \$23.60/hour<br>This position is represented by LIUNA 483 and is non-exempt |
| <b>Recruitment number:</b>   | PES-0450-Nov09   |
| <b>Application deadline:</b> | November 23, 2009 (internal)<br>November 30, 2009 (general)  |

**Internal applicants** must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

**Please carefully follow application procedures at the end of the announcement.**

### Position summary

Performs a wide variety of tasks in the construction, law enforcement, maintenance and repair of Metro regional parks, park facilities, cemeteries and other public areas. Receives immediate supervision from assigned management or supervisory staff. May serve as a lead worker over temporary workers or work crews, providing functional and technical oversight.

### Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Performs a wide variety of tasks in the construction, maintenance and repair of parks, park facilities, marine facilities, cemeteries and other public areas.
- Operates and performs maintenance and upkeep on a variety of hand and power tools and equipment; these tools may include a dump truck, pickup truck, power mower, chain saw, cement mixer, air compressor, backhoe, brush and stump chipper, scoop mobile, edger and trimmer.
- Performs cemetery maintenance and operation tasks such as mowing lawns, arranging opening and closing of gravesites, setting up for burials, and assisting in locating graves and selling cemetery plots.

- Performs park maintenance and repair tasks such as mowing lawns, clearing roads and trails, cleaning and stocking restrooms, removing garbage and litter, and planting and cultivating trees, shrubs and lawns; applies a variety of chemicals, herbicides and pesticides.
- Performs limited gardening activities for natural areas including plant propagation and restoration.
- Repairs and/or builds park facilities such as water systems, restrooms and other structures; picnic tables, barbecues, fences, signs, walks and trails; may involve tasks such as building forms and pouring concrete, painting, carpentry, grading and laying asphalt.
- Opens and/or closes a regional park and may be placed in charge of park during absence of Regional Park Supervisor; gives information and directions to the public; collects and reconciles fees; enforces rules and regulations and issues citations, if necessary.
- Purchases and maintains stocks of standard office supplies.
- Orients, trains and leads a crew of temporary or alternative park workers; gives work assignments and assures safe and proper completion of work.
- Keeps records of employees, work progress, equipment repair and maintenance, and supplies; performs related administrative work.
- Responds to a variety of emergency situations that might involve injuries, misconduct, fires or other related incidents.
- Researches information and prepares cost estimates for basic services contracts or capital improvement projects.
- Performs related duties as required.

## Minimum Requirements

High school diploma or GED and two years of progressively responsible experience in park, golf course or destination resort maintenance or closely related field; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Possession of, or the ability to obtain upon hire, a valid driver's license in the incumbent's state of residency. Possession of, or the ability to obtain within 6 months, a valid Oregon commercial driver's license (CDL regulations require drug screening) and a Multnomah County Limited Commissioned Officer status (criminal background check is required).

## Knowledge, skills and abilities

- Knowledge of park systems, grounds maintenance, cemetery layout, or construction projects.
- Knowledge of the use of environmental land and facilities involving use by the public in a variety of ways.
- Knowledge of a variety of chemicals, herbicides and pesticides, their use and application methods.
- Skill in the safe and effective operation of a variety of hand and power tools.
- Skill in minor maintenance of a variety of equipment and hand and power tools.
- Skill in communicating effectively with and working with other employees and the public.
- Ability to perform manual work indoors and outdoors under severe climate conditions.
- Ability to understand and follow written and oral instructions.
- Ability to lay out work, train, and lead the work of other employees.
- Ability to prepare and maintain accurate and complete records and reports.
- Ability to enforce park rules to maintain public safety and crowd control.
- Ability to physically perform all the duties of the essential duties of the position including climbing, kneeling, sitting, standing, stooping, walking, bending, twisting, and lifting 50 pounds.

**Benefits:** Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

**Immigration law notice:** Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

**Equal employment opportunity:** All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

**Veterans' preference:** Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter.

**To qualify,** veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status, and 3) your public employment preference letter from the US Department of Veterans' Affairs.

## Application procedure

This position opens to internal and general candidates on November 13, 2009.

## To apply, submit the following

1. Metro/MERC standard application form
2. Applicant contact information form (located on page 3 of the application)
3. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

## Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
  - The responses must be addressed individually and included with the application on a separate sheet(s).
  - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
  - Your responses will be used as part of your application evaluation.
1. **Describe your experience with revenue handling, record keeping and report writing.**
  2. **Please list and describe any law enforcement training and/or any experience you have enforcing park rules and regulations.**
  3. **Explain your background and experience in grounds and/or facilities maintenance within a park setting. Please summarize information on types of equipment you operated and number of hours spent.**
  4. **Describe your experience dealing with the general public in a park or other related setting.**
  5. **Do you have any special skills or abilities that would be valuable to this position (i.e. graphics, carpentry, plumbing, welding, etc.)?**

## Submit your application

**Deadline:** 5 p.m., November 23, 2009 (internal)  
5 p.m., November 30, 2009 (general)

**E-mail:** [jobs@oregonmetro.gov](mailto:jobs@oregonmetro.gov)

Please include the word "Application" in the subject line of your e-mail.

Electronic attachments must be in MS Word or PDF format. We are unable to

download ZIP files.

**Mail or drop off:** Metro Human Resources Department  
600 NE Grand Ave, Portland, OR 97232

**Fax:** 503-797-1798

### **Important notes about your application**

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will be discarded. All materials submitted become the property of Metro and will not be returned.

### **Follow-up**

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at [www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs) and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday. When accessing recruitment updates, you will need to know the title of the job for which you applied.

**An Equal Opportunity/Affirmative Action Employer**