

## **POSITION DESCRIPTION**

POSITION TITLE: **Temporary Seasonal Campground Manager**  
DEPARTMENT: Parks & Recreation  
DIVISION: Parks  
KPERs: NA  
FLSA: NA  
EFFECTIVE DATE: October 4, 2018

### **GENERAL PURPOSE**

Perform management and supervision duties during the season (April 1 – Oct. 31) to include the campground, play area, shelter, boat ramp, parking lots, and all grounds associated with the City's Riverfront Park. This position involves manual work in the efficient performance of semi-skilled tasks of an occasional physically demanding nature. Work involves tasks requiring manual skills, special knowledge acquired through on-the-job training or experience for general grounds maintenance.

### **SUPERVISION RECEIVED**

Work is subject to inspection by the Director of Parks and Recreation, or designee, while in progress and upon completion. Although at times, the individual may work with little supervision in the performance of routine duties.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed)

- Collects daily camping fees from patrons and completes all associated paperwork.
- Cleans restroom/shower house facility, ensuring well supplied and clean, at least twice daily completing required checklists and paperwork.
- Make daily patrols of the campground ensuring no unauthorized campers/vehicles in park, pick up litter throughout park, and document patron utilization of park.
- Clear the park of non-campers and unauthorized vehicles; reporting any illegal activities or suspicions to Police Department and Director immediately.
- Logs campsite usage in log book supplied to include campsite occupancy, length of stay, amount paid, hook-ups required, and any required information regarding park usage.
- Prepare and submit weekly financial reports and log book to Parks & Recreation Office.
- Contact and consult immediate supervisors concerning questions/problems in/of the park facility.
- Performs general labor tasks associated with the general maintenance of the campground to include but not limited to the repair and maintenance of park and recreation tables, benches, buildings and facilities; waters and fertilizes lawns, shrubs, flower and plant materials; cultivates trees and shrubs; fertilizes, trims and plants grass, flowers and shrubs; picks up trash daily; mows grass; operates chain and hand saws in cutting up tree branches and limbs; and cleans shelter.
- Cuts/sprays brush and shrubs along riverbank to maintain view of river.
- Occasionally operates trucks, air compressors, tractors, mowing equipment and other equipment incidental to regular work assignments.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- A. Graduation from high school or equivalent.
- B. Six months experience in general labor work.
- C. Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- D. Ability to read, write and speak English fluently.
- E. Ability to effectively communicate orally and in written form with City staff and vendors

### **SPECIAL REQUIREMENTS**

- Must be able to meet the attendance requirements of the position.

- Prefer individual stay on site, must have own camper/RV. (On-site residence not mandated.)
- Individual may be responsible for all utility costs associated with staying on site.

***Necessary Knowledge, Skills and Abilities:***

1. Working knowledge of the types and uses of common hand tools, materials and standard equipment used in construction and maintenance work;
2. Working knowledge of the precautions necessary to work safely with and around automotive and related construction and maintenance equipment; and
3. Ability to understand and carry out specific oral and written instructions, withstand prolonged exposure to variable weather conditions, perform manual tasks involving physical strength and endurance under variable weather conditions; ability to develop and maintain effective working relationships with the general public, department personnel and other City employees.

**TOOLS AND EQUIPMENT USED**

Pickup truck, golf cart, lawn and landscaping equipment, including tractors, mowers, chain saw, edgers, weed trimmers, electric motors, pumps, sprayers, sprinklers, etc.; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, etc.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to hold, grasp, seize or turn objects, tools, or controls. The individual is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The individual must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual regularly works in outside weather conditions and will occasionally operate small powered equipment such as string trimmers, chain saws, and blowers. The noise level in the work environment is loud when operating such equipment. Personal Protection Equipment will be required and supplied by the Parks Department.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**APPROVAL AUTHORITY:**

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date