

City of Washburn Job Description



Position Title: Campground Attendant

Department: Administration

Immediate Supervisor: City Treasurer

General Statement:

This is a seasonal limited term position primarily responsible for the collection and accounting of campground registrations at the City's public campgrounds, Memorial Park or Thompson's West End Park. The campground attendant works independently with minimal supervision in carrying out the tasks of this position. The individual works under the supervision of the City Treasurer.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide customer service and project a positive image of the City of Washburn while performing the duties of the position.
- 2) Be available seven days a week during the entire season that the campgrounds are open.
- 3) Daily Duties
 - a. Pick up money from collection boxes at least twice daily.
 - b. Restock collection box ticket holder and shower coin changer.
 - c. Account and record campsite registrations, check for correct charges/payments, comparing tickets with locations.
 - d. Balance collections with registrations and deposit at City Hall.
 - e. Drive through campgrounds one time prior to 7 AM and again as needed to check on sites for non-payment (ticket stub to be displayed on post).
 - f. Report damage/maintenance needs of campground facilities & grounds (including pavilions, beaches, playgrounds, boat launch, flowing wells, and roadways) to City Hall or Public Works Director as needed.
- 4) Checks on conditions in showers/restroom facilities; resupplies paper products as needed; reports issues to City Hall or Public Works Director.
- 5) Reports any unlawful, mischievous, and/or malicious activities to City Hall or Washburn Police Department.
- 6) Assists with opening/closing of buildings as requested, resetting of Wi-Fi as needed.
- 7) Prepare and maintain daily/monthly records of campground registrations as required by City.
- 8) Perform other duties as assigned.

Qualifications:

- 1) High School graduate or equivalent.
- 2) Basic accounting skills.
- 3) Be able to communicate effectively with customers, the public, and superiors.
- 4) Work independently and effectively with little supervisor.
- 5) Valid Wisconsin motor vehicle operator's license, with a safe driving record.
- 6) Must have and maintain access to dependable transportation.
- 7) Must be able to pass background check and to be bonded.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of the position of campground attendant. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The campground attendant will be frequently required to sit, stand, and kneel for extended periods, walk over rough or uneven surfaces, talk, hear, navigate stairs, and may occasionally lift heavy objects.

While performing the duties of this job, the employee will work frequently in a motor vehicle, indoor setting, and outdoor parklands. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to vehicle exhaust, exhaust from recreational cooking stoves and smoke from campfires. The employee will be exposed to allergens.

The work schedule will vary day to day and by the season as long as the specifications and requirements of the tasks outlined within the *Essential Functions and Related Tasks* section of this job description are complied with.

Approved by Council in 2003
Staff update 030321