

Position Title: **SEASONAL CAMPGROUND/ICE RINK
ATTENDENT**

Department: **PUBLIC WORKS**

Immediate Supervisors: **PUBLIC WORKS DIRECTOR**

General Statement:

This limited-term part-time position is responsible for tending to the City’s camp grounds and ice rink during regular seasons of operation.

Essential Functions and Related Tasks:

- Be a courteous and welcoming representative of the City by communicating with park users, answering questions, taking complaints, and generally promoting the City of Washburn.
- Must be able to work independently.
- Must collect camp site fees from collection boxes and verify payment for the use of campsites.
- Conduct early morning campground drive-through prior to 7:00am to ensure that ticket stubs are properly displayed on posts during seasons of operation.
- Must collect boat launch payments and slips and verify that users have paid for use of the launch at West End Park.
- Rake out debris from the West End Boat Launch.
- Must take all daily collected fees to City Hall in order to receipt payments and to deliver processed payments to the City Treasurer.
- Keep accurate records of payments received and which sites payments were made for.
- Ensure all collection boxes are properly stocked with tickets.
- Maintain accurate and reliable tallies of use pertaining to campsites and the boat launch
- Monitor park restrooms for damage, cleanliness, or supplies, and notify the Public Works Supervisor or Director when needed. (Attendants are not required to clean park restroom facilities.)
- Notify your supervisor of any safety issues, unsafe conditions, maintenance issues. Notify police of any disturbances, injuries, or conflicts that require their attention. Attendant must always wait for assistance and must never seek to address potentially dangerous situations on their own.
- Communicate regularly with Campground Hosts and share knowledge of problems and issues.
- Assist with occasional light maintenance activities as requested or when appropriate.
- Operate the ice rink warming hut during scheduled hours of operation. Hours include weekends and evenings.

- Stock the warming hut concession stand as needed.
- Deliver all daily deposits related to the warming hut to the City Treasurer.
- Sharpen and maintain ice skates during operating season.
- Assist with light ice-rink preparation and maintenance duties as conditions allow.
- Notify the Public Works Supervisor or Director on the condition of the ice rink.
- Check Park Pavillion after rental use and turn in inspection report to City Hall.

Qualifications:

- Must be trustworthy and punctual for all shifts
- Must be 18 years of age or older.
- Must have a valid Driver's License and have own transportation.
- Must be able to successfully perform each duty satisfactorily.
- Must be able to accurately add, subtract, multiply, divide, and collect data.
- Must be able to listen and follow instruction.
- Must be able to effectively communicate with co-workers, supervisors, and park patrons.
- Must be bondable.

Physical Requirements in Performing Tasks Listed:

This position's duties are normally performed in outdoor and indoor environments in varying weather conditions. It may frequently require sitting, standing, and walking for extended periods of time, walking over rough or uneven surfaces including icy surfaces, talking, listening, and navigating stairs. Some lifting of light supplies and small equipment may be required. Pushing snow, up to 15 pounds, may be required at times.

While performing the duties of this job, the employee will work frequently in a motor vehicle, indoor settings, 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 fumes from vehicle exhaust, exhaust from recreational cooking stoves, and smoke from campfires. The employee will be exposed to outdoor allergens.

The work schedule and tasks will vary day to day and by season.