City of Seward
Job Description

Job Title: Campground Attendant I, II

Range:	R6.0A-R8.0A	**Salary:**	$14.71-$16.23/hr
Department:	Parks & Recreation	**Approved by:**	T. Florence
Reports to:	Campground Coordinator or designee	**Date:**	02/12/20
Supervises:	N/A		
Position:	Seasonal		

Summary:
Ensures campground and park guests have an amazing stay by delivering exceptional customer service and clean, well-maintained facilities. Participates in a variety of unskilled and semi-skilled work, including cleaning and repairing facilities. Required to work early mornings, evenings, weekends and holidays as necessary. May be required to work split and/or solo shifts.

Essential Duties and Responsibilities:
Provides exceptional customer service, e.g., greets guests, answers inquiries, and fosters a friendly environment. Provides general information and hospitality to guests regarding local activities and points of interest.

Explains campground rules and regulations to guests. Informs guests of rule violations and follows department procedures regarding non-compliance.

Cleans and restocks restrooms. Cleans pavilions, tables and grills. Picks up and disposes of litter.

Performs maintenance on park lands, facilities, equipment and vehicles.

Performs other related duties as assigned.

Progression to Camp Attendant II entails performing the above duties and responsibilities at increasing scope and complexity.

Supervisory Responsibilities:
May serve as a "lead" worker and/or assign tasks to other staff at supervisor's discretion during some shifts. Not responsible for staff evaluations.

Qualification Requirements:
To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

_____	_____	_____	_____
Employee	Department Head	Personnel Officer	City Manager

Education and/or Experience:
High school diploma or general education degree (GED) recommended. Six months experience working directly with the public. Experience and success in working within a team atmosphere; skill in working with others. Experience in handling money, making change, writing receipts and depositing funds.

Language Skills:
Ability to read, analyze and interpret procedures manuals, written instructions and policy memos. Ability to file incident reports, collection sheets, evaluations and short correspondences to supervisors, as needed, using department forms. Ability to effectively present information and respond to questions from co-workers, supervisors and campground patrons. Ability to communicate effectively and deal with the public for information referral and in conflict situations.

Mathematical Skills:
Ability to add and subtract eight digit numbers and to multiply and divide, to calculate figures and amounts, such as discounts and percentages. Ability to perform these operations using units of American money and weight measurement and distance.

Reasoning Ability:
Ability to apply common sense understanding to carry out detailed instructions. Ability to define problems, collect data, establish facts and present recommendations to supervisors. Ability to deal with several abstract and concrete variables. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities:
Knowledge of some objectives of public outdoor recreation, human behavior and mental and physical hygiene as applied to parks and campground recreational maintenance. Ability to obtain Cardio Pulmonary Resuscitation (CPR) certification and First Aide certification if offered or required by Seward Parks & Recreation. Able to pass several on-line training classes in safety, customer service, driving, etc.

Possession of or ability to obtain a valid State of Alaska driver's license.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform 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 employee is regularly required to sit, talk, hear, walk,

stand, reach with hands, feel objects, stoop, stretch and grab, climb, bend and lift or crouch. The employee is frequently required to handle objects, tools or supplies, crawl or kneel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

The employee must regularly lift and/or move up to 15 pounds, frequently lift and move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Public Relations:
Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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 employee regularly works in outside weather conditions, including cold, wind, rain, sun and heat.

The noise level in the work environment is usually moderate. Ear protection may be required frequently while performing tasks producing higher noise levels.