



## DISTRICT OF HUDSON'S HOPE POSITION DESCRIPTION

Class Title: Campground Attendant  
Department: Public Works  
Date: January 2014

### NATURE OF WORK

Under the general direction of the General Trades (Lead Hand), this position is required to carry out a variety of day to day duties in the maintenance of municipal campgrounds and perform other general trades duties as required. The successful candidate will have the ability to work unsupervised. The work involves the safe operation, routine inspection and maintenance of equipment and vehicles used on the job. This position operates on a 28 hour workweek and requires shift work, including weekends.

### DUTIES AND RESPONSIBILITIES

1. Maintains courteous and positive public relations with customers including residents of the community and other District staff by delivering quality customer service.
2. Register campers, collect fees and provide receipts based on the site regulations re: the number of people, vehicles and tents/RVs, while ensuring they are using a dedicated campsite.
3. Distribute or sell firewood to park users.
4. Provide campers and users with current information about the park site and respond to questions about the area.
5. Pickup litter and remove garbage throughout the campgrounds and day-use areas.
6. Clean and rake campsites and empty litter from fire pits.
7. Check, clean and stock toilet and washroom facilities in campgrounds and day-use areas.
8. Perform maintenance tasks per park schedule or as required including but not limited to mowing, weed eating, brush back, raking and irrigation.
9. Operate small equipment such as: pickup trucks, riding and hand mowers, weed eaters, leaf blowers, drills, saws, sanders, etc.
10. Perform daily maintenance checks of all equipment operated to ensure adequate fuel/oil levels and proper running order.
11. Balance cash revenues daily.
12. Fill out daily log books and maintain logs and records as required.
13. Maintain supplies inventory and order for re-stocking as required.
14. The ability to work independently and report to the supervisor as required.
15. Perform other related duties as required.

### REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES AND REGISTRATIONS

1. Physically able to satisfy the requirements of this position.
2. An affinity for and a willingness to learn the operation of machines, vehicles and heavy equipment and be willing to undertake training as required for the job duties.
3. Able to maintain harmonious relationships with the public and staff members.
4. Valid BC Driver's Licence (minimum Class 5).

### PREFERRED QUALIFICATIONS, LICENSES, CERTIFICATIONS AND REGISTRATIONS

1. Experience or training related to this position is an asset but not necessary.
2. A valid Occupational First Aid, Level 1 certificate.
3. Successful completion of Workplace Hazardous Materials Information System (WHMIS).
4. Understanding of Occupational Health and Safety Regulations as established by the Workers' Compensation Board of BC.

Wage Rate as in accordance with the Collective Agreement between the BCGEU and the District of Hudson's Hope.

Hours of operation for May Long Weekend to September Long Weekend

8:00 a.m. to 8:00 p.m. weekdays and weekends, but is subject to change.

Updated January 2014

NOTE

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.