



JOB DESCRIPTION

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| CLASSIFICATION: | CAMPGROUND ATTENDANT / GROUNDS MAINTENANCE |
| REPORTS TO: | MANAGER OF PUBLIC WORKS / DIRECTOR OF PUBLIC WORKS |
| DATE: | MARCH 2026 |

POSITION SUMMARY

This seasonal position supports safe, clean, welcoming, and visually appealing outdoor recreation spaces for residents and visitors through the performance of various grounds maintenance and custodial tasks, and quality customer service to ensure the smooth functioning of the assigned areas. Work also includes the routine operation, inspection, and maintenance of small equipment and tools.

This position works 37½ hours per week and requires availability to work flexible hours, including days, evenings, weekends, holidays, and potential split shifts. Participation in a rotating shift schedule through the season is required.

KEY RESPONSIBILITIES

Campground Operations & Customer Service

- Welcome guests, provide campground information, explain rules, and respond to inquiries in a friendly and professional manner.
- Register campers, process payments, issue receipts, and maintain daily logs and records.
- Manage reservation systems or manual booking processes as required, and communicate site availability to visitors.
- Prepare and maintain campsites by raking, clearing debris and litter, cleaning fire pits, and ensuring readiness for incoming guests.
- Distribute firewood and collect fees, restock supplies, and ensure amenities such as picnic tables, signage, and fire rings are clean, safe, and functional.
- Conduct regular campground patrols to monitor site use, ensure compliance with regulations, and address minor issues or concerns.
- Clean and sanitize washrooms, showers, change areas, and common spaces according to District standards.
- Empty garbage and recycling receptacles, manage waste disposal safely, and maintain tidy collection points.
- Inspect facilities regularly for hazards, vandalism, or maintenance needs, document and report issues promptly.
- Assist in minor repairs or touch-ups to buildings, fixtures, and signage when directed.

Grounds Maintenance

- Prepare all flower beds in spring including rototilling with the addition of soil amendment.
- Planting of all bedding plants and installation of hanging flower baskets.

- Maintain planting beds, trees, and shrubs, including planting, watering, weeding, edging, pruning and mulching throughout the season.
- Perform mowing, trimming, brush-back, weed control, irrigation checks, and basic landscaping tasks.
- Support spring and fall clean-up activities, including clearing pathways, power sweeping of boulevard areas to remove winter road gravel, removing debris, and preparing spaces for seasonal use.
- Monitor conditions of outdoor areas and report concerns such as erosion, wildlife activity, or damaged equipment.

Equipment Operation & Maintenance

- Safely operate small equipment such as push mowers, ride-on mowers including tow-behind trailers, trimmers, blowers, power sweepers and hand tools.
- Perform daily equipment inspections, refuel and clean equipment, and report mechanical issues or safety concerns.
- Follow proper storage, care, and maintenance procedures for tools and equipment to ensure longevity and safe operation.
- Assist with loading/unloading materials and maintaining organized storage areas.

Safety, Policies & Team Support

- Follow all Occupational Health & Safety regulations, including proper lifting techniques, PPE use, and safe work procedures.
- Identify, document, and report hazards, incidents, or unsafe conditions promptly.
- Provide informal guidance, on-the-job training, and mentorship to new or junior staff, supporting safe work practices, consistent service standards, and positive team collaboration.
- Participate in team meetings, contribute to positive working relationships, and support the Public Works teams as required.
- Assist with District events, including set-up, takedown, crowd flow, and site maintenance.
- Maintain confidentiality and respectful communication with coworkers and the public.

All duties listed above are intended only as an illustration of the various types of work to be performed; the omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIRED QUALIFICATIONS

- Completion of Grade 12
- Prior related work experience is an asset
- Valid BC Class 5 Driver's License
- Basic First Aid Certificate
- Satisfactory Police Information Check – Vulnerable Sector

SKILLS & ABILITIES

- **Customer Service Skills:** Ability to interact courteously and professionally with the public, answer questions, and resolve minor concerns in a calm and positive manner.

- **Communication Skills:** Able to provide clear verbal instructions, write simple reports or logs, and exchange information effectively with coworkers and supervisors.
- **Technical & Mechanical Aptitude:** Skill in safely using and maintaining hand tools, small equipment, mowers, trimmers, and related grounds-maintenance equipment.
- **Organizational Skills:** Ability to prioritize tasks, manage time effectively, and complete work independently with minimal supervision.
- **Attention to Detail:** Demonstrates care in performing inspections, custodial duties, and safety checks to maintain clean and hazard-free facilities.
- **Physical Ability:** Ability to safely lift and/or move up to 25kg and perform manual labour for extended periods, and work outdoors in various weather conditions.
- **Problem-Solving Ability:** Able to assess issues on sites, recognize safety risks, and take appropriate corrective action or report concerns promptly.
- **Teamwork Skills:** Works collaboratively with colleagues, supports special events, and contributes to a positive and cooperative work environment.
- **Adaptability & Flexibility:** Comfortable working variable shifts, responding to changing operational needs, and assisting across multiple District properties.

GENERAL WORKING CONDITIONS

- Outdoor work performed in varying weather conditions.
- This is a position in the BC General Employees Union.