

<p align="center"><b>CITY OF REDWOOD FALLS</b> <b>POSITION DESCRIPTION</b></p>		
<p align="center"><b>CAMPGROUND ATTENDANT/MAINTENANCE – SEASONAL POSITION</b></p>		
<p><b>DEPARTMENT/DIVISION:</b> Parks &amp; Recreation</p>	<p><b>SUPERVISOR:</b> Parks &amp; Recreation Maintenance Superintendent</p>	<p><b>LOCATION:</b> Ramsey Park</p>
<p><b>CLASSIFICATION:</b> Seasonal, Non-Union, Non-Exempt</p>		<p><b>DATE:</b> 2024</p>

**Summary of Position:**

This position is responsible for overall assistance to the Parks and Recreation Maintenance Superintendent and Lead Maintenance Worker at the Ramsey Park Campground. The position has a variety of duties in the campground with Customer Service and providing assistance to all campers is the main focus of the position.

**General Description/Essential Duties:**

- This position is responsible for providing assistance to the Parks & Recreation Maintenance Superintendent and Lead Maintenance Worker. Duties will include performing light campground maintenance: pick up litter, sweep, restock toilet supplies, conducting campground checks, collecting fees, and performing light maintenance duties.
- May assist with maintenance and repair of plumbing, electrical, and mechanical systems within the Park and Recreation facilities. Will also be responsible to report any major maintenance items to immediate supervisor.
- Cleans restrooms, picnic pavilions, storage areas, equipment, and other areas as directed.
- Empties and replaces trash receptacles.
- Observes and assists with enforcing all rules and regulations of the Parks & Recreation Department. Performing patrols to check activity in various parks throughout the city.
- Welcome visitors to the campground and answer questions as they pertain to Ramsey Park or other park facilities and the City of Redwood Falls
- Assist with any emergency that may occur at the campground. Emergencies include but are not limited to: Conflicts between park visitors, weather situations, park maintenance issues. This position would determine who to call whether it be emergency services or other maintenance staff for assistance.
- Other duties are as assigned.

**Dates of position: May 17<sup>th</sup> – Mid October (Adj Hours in October)**

<b>Work Days – Thursday, Friday, Saturday &amp; Sunday</b>	<b>Work Hours – Flexible</b>
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**Qualifications & Requirements:**

Must be a high school graduate or equivalent. Employees must be flexible in work schedule, including evenings and weekends. Ability to clearly communicate policy and procedures and enforce.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.

The employee must be able to lift 25lbs. Must be able to kneel, bend at the waist, and work in a standing or sitting position. Must be capable of comprehending and receiving and giving instructions through verbal and written means. Must have good driving skills and record.

**Pay Grade:** Seasonal Hourly – Rate -*For informational purposes only; does not constitute a contract.*