

# **SHAWNEE COUNTY, KANSAS**

## **Position Description**

### **Intermittent Seasonal Campground Attendant**

**POSITION CONTROL NUMBER:** Various

**FLSA STATUS:** N

#### **POSITION DESCRIPTION**

Registers campers at the campground in person and over the phone. Informs campers of availability of sites and gives campsite information. Enforces campground rules and regulations. Notifies Park Police of any problems at the campgrounds. Performs duties as campground attendant or campground security as assigned. Performs other duties as assigned. This position is supervised by the Campground & Shelters Supervisor.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions are limited to working only the parks season (February to October) and may not exceed 1,100 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

#### **WORK PERFORMED.**

**45% Customer Service.** Registers campers at the campground in person and over the phone. Informs campers of availability of sites and gives campsite information. Greets and assists customers, processes reservations, answers telephone and emails. Possess a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Strong decision making and analytical abilities.

**30% Operating Procedures.** Enforces campground rules and regulations. Notifies Park Police of any problems at the campgrounds. Opens and closes office as needed. Submits daily cash reports and deposits. Performs routine maintenance such as emptying trash, wiping down tables/desks, organizing office, cleaning bathrooms/showers, trash pickup and cleaning fire pits. Ensures neat and clean establishments.

**25% Clerical.** Performs standardized clerical duties which follow well-established methods and procedures. May be required to handle cash transactions as well as campground software day to day operations. Edits and proofs documents as needed.

**Shawnee County Position Description**  
**Intermittent Seasonal Campground Attendant (various)**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Computer operation
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

**Ability to:**

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.
- Handles cash and makes change.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting		X			Driving	X			
Pushing/Pulling	X				Bending		X			High Elevation	X			
Climbing	X				Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-30 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking		X			Slippery Surfaces	X			
Near Vision		X			Standing		X			Work Above Ground	X			
Far Vision		X			Sitting		X			Work Below Ground	X			
Color Vision		X			Carrying	X				Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking		X			Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning		X			Exposure to Marked Changes in				
Hearing		X			Lifting-30 lbs.	X				Temperature and Humidity	X			

**EQUIPMENT USED**

Personal Computer

Office Furniture

Misc. Office Equipment

Printer

Fax Machine

Telephone

Photocopier

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**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Eighteen (18) years of age.

Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to lift thirty (30) pounds.

Required to work weekends.

Required to pass a pre-employment physical and drug screen and review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 04/16

Revision History: 02/21