

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Campground Supervisor
Department: Parks & Recreation
Revised : October 2013

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Campground Supervisor classification.

GENERAL DESCRIPTION

Responsible work in the supervision and maintenance of the campground at Dan Nicholas Park. Work is normally performed under the supervision of the Buildings, Grounds, and Parks Director, who gives verbal instructions and reviews work through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises the campground at Dan Nicholas Park by operating the campground store and coordinating the renting of the campsites and cabins; trains and supervises part-time Park Attendants who work in the campground area.

Maintains records on the number of campsites rented and campers present.

Sells supplies and rents athletic equipment to campers.

Collects rental fees; maintains and balances cash box daily.

Travels to stores, purchases, and maintains supplies for the campground store.

Maintains landscaping, which may include planting grass, trees, or shrubs, mowing grass, removing weeds, spraying chemicals, laying gravel, fertilizing, and watering.

Answers questions and gives directions concerning campground and park operations in person or by telephone.

Completes some electrical and plumbing repair as needed.

Closes and locks the park gate at night and ensures campers are aware of the procedure to leave when the gate is locked.

Cleans restrooms, shower houses, campsites, and cabins; launders towels and shower curtains; cleans fireplaces and grills on the campsites, and empties trash.

Maintains order and enforces regulations within the campground and park.

OTHER JOB FUNCTIONS

Prepares and maintains a variety of records and reports.

Performs related duties as required.

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Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of departmental rules and regulations.

Considerable knowledge of campground operations, rules, and regulations.

Some knowledge of carpentry and minor plumbing and household repair.

Skill in operation of lawn maintenance equipment, and knowledge of landscaping techniques.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with park clientele, fellow employees, and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work includes both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work will include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or GED and one year of experience working with the public and in minor household repair or maintenance. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**