

CITY OF MARQUETTE

JOB DESCRIPTION

TITLE: Tourist Park Attendant

REPORTS TO: Tourist Park Manager

EFFECTIVE DATE: April 1, 2014

JOB CLASSIFICATION: Seasonal/Temporary

Position Summary:

Works under the general supervision of the Tourist Park Manager. The primary objective of the Tourist Park Attendant is to assist with the efficient operation of the Tourist Park Campground. The attendant must possess good administrative, public relations and maintenance skills necessary to enhance overall operations. The Tourist Park Attendant is expected to be available for duty during occasional evenings, weekends and holidays.

Essential Duties:

- Efficient operation of the park's on-line reservation system.
- Participate in all phases of fee collection and cash handling as needed.
- Ensure the proper communication and enforcement of park rules.
- Ensure public relations are handled in a courteous and professional manner, both by oneself and other employees.
- Perform general maintenance and cleaning duties at camp facilities including office, office windows, restrooms, bath houses, and other assignments deemed necessary by supervisor.
- Perform general maintenance and cleaning duties at camp grounds, including litter removal, fire rings, on-site grills, refuse bins, picnic sites, camp sites, and other assignments deemed necessary by supervisor.
- Exercise proper safety precautions in the performance of work, including use of appropriate personal protective equipment, machine guards, and safe work procedures. Inspect equipment before use and monitor its performance.
- Alert supervisor of possible malfunctions or maintenance issues.

Non-Essential Duties:

- Perform other related functions as assigned.

Required Qualifications:

- Good people skills, positive attitude, and the ability to defuse potentially confrontational situations.

- Must take and pass basic cash handling test at Michigan Works. Previous experience with cash handling and working with the public is preferred.
- Must be at least 18 years of age
- Skill in use of computers, printers, and common software packages.
- Ability to communicate orally in a clear manner.
- Ability to work a flexible schedule that includes evenings, weekends and holidays from mid-May to mid-October or to the end of the season.

Physical Demands:

- Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
- Physical strength and dexterity to perform work involving lifting and carrying moderately heavy objects.
- Ability to lift 75 pounds maximum with the assistance of another person, and frequent lifting and/or carrying objects weighing up to 40 pounds.
- Frequent bending, squatting, twisting, climbing, and reaching.
- Occasional sitting and driving.
- Ability to distinguish various sounds and people or objects at varied distances.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Department Head

Date

Director of Administrative Services

Date