



Position Description

POSITION TITLE:	Recreation Site Attendant – Tolman Campground
DEPARTMENT:	Community Services
REPORTS TO:	Community Services Director

SUMMARY OF POSITION:

Work Description:

The Recreation Site Attendant is a seasonal/hourly position hired to provide duties as assigned by the Community Services Director. The Recreation Site Attendant is responsible for the daily inspection and control of visitors to the site and ensure all facilities and grounds are maintained accordingly.

The weekly work schedule is based on a 40-hour work week including onsite supervision during periods on the weekend. There will be an allowance for a variance in the weekly schedule to accommodate weekend attendance and time off during the week. Typical work schedule will be based on an 8-hour workday and 2-4 hours per day on the weekends. General hours of work will commence at 8:00 a.m. to 4:30 p.m.

Site Description:

Starland County operates and manages the "Tolman Campground" facilities that are located at the Tolman bridge location, adjacent to SR 585 including the East and West Campsites. Both sides have designated campsites that are on a first come first basis for use as well as day-use areas. The East Campsite includes a "Group Area" which will allow multiple trailer units. These facilities are online reservations only and are based on 5 units rental.

RECOMMENDED TRAINING & QUALIFICATIONS

- Valid Alberta Driver's License
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes, and others as applicable

KEY DUTIES AND RESPONSIBILITIES

1. Inspection and confirmation of site reservations and fee collection. This operation will require the collection of registration forms and monies for all occupied sites.
2. Completing a daily log which will confirm site reservations and fees. They will be completed in a weekly log which will then be returned to the County Office the following Monday each week

RECREATION SITE ATTENDANT – TOLMAN CAMPGROUND JOB DESCRIPTION

3. Inspect and clean each campsite once it is vacated. All damages to the property or facilities need to be reported to the Community Services Director at the earliest opportunity.
4. Mowing of grass and vegetation control; includes operation of motorized ride on equipment, tractors, and hand operated apparatus including weed whips and/or push mowers.
5. Washroom/outhouse cleaning; this includes the routine maintenance and cleaning of public facilities by sweeping, washing, scrubbing disinfecting surfaces and other necessary measures for cleaning of the facility.
6. Garbage collection; this includes the unloading of garbage receptacles, loading of bags and transfer of waste to the collection sites as established.
7. Potable Water Supply; water supply to the facilities is for potable use and requires daily inspection for chlorine residual parameters and are being maintained. Water is to be obtained by filling at one of the designated water truck fill stations and transported by the use of trucks then unloaded by pumping into water reservoirs.
8. Tree pruning / hedge trimming; this includes the operation of power equipment to cut and trim tree limbs and bushes and haul the tree clippings, etc.
9. Litter and debris; these operations include the clearing of all litter and debris left throughout campgrounds.
10. Facilities Maintenance; the inspection of the grounds and facilities will identify any necessary work or safety measures as required. Any major or failure of any apparatus shall be reported to the Community Services Director.
11. Safety; it is the responsibility of all employees and staff to understand Starland County's safety policy and ensure the workplace is safe. This includes the identification and notification of any hazards, near misses, incidents, or equipment failure that occurs within the workplace and notify the appropriate supervisor and safety officer
12. Any other duties assigned by the Community Services Director or the Chief Administrative Officer

SAFETY COMMITMENT

Employee is responsible for full cooperation with all aspects of the health and safety program including compliance with all rules and regulations, and for continually practicing safety while

RECREATION SITE ATTENDANT – TOLMAN CAMPGROUND JOB DESCRIPTION

performing their duties. This position required operation of County Vehicles making it a safety sensitive position, so drug and alcohol testing is required on hiring

*Revised as of August 2024