

Department: In all Towns  
Classification: Non-Competitive (Seasonal)  
Grade: \_\_\_\_\_

SPEC DISK H3  
DOCUMENT 65

### TOWN CAMPSITE CARETAKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the management of a campsite. The position involves overseeing the efficient maintenance and operation of a campsite which may include a swimming beach area. Duties are performed in accordance with policies and objectives formulated by the appointing authority, but with considerable leeway for the exercise of independent judgment in carrying out details of the work. The incumbent is responsible for the scheduling and supervision of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules and supervises activities of employees assigned to campsite;  
Performs and supervises grounds keeping;  
Oversees cash transactions of campsite;  
Purchases supplies and equipment for campsite when approved;  
Deposits cash receipts with supervisor;  
Maintains records of cash transactions, purchases, etc.;

Makes decisions concerning any situations that may arise at the campsite;  
Reports on campsite business to appointing authority at regular monthly meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of buildings and grounds maintenance; ability to keep simple records; ability to handle money efficiently; ability to deal with employees and the public; ability to plan and supervise the work of others; willingness to work out of doors occasionally under adverse weather conditions; honesty; dependability; neatness in appearance; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and

- (a) Three years of experience in building and grounds maintenance activities or any of the standard building trades; or
- (b) An equivalent combination of training and experience as defined by the limits of (a).