

ORDINANCE NO. 2019 - 10

AN ORDINANCE
ADOPTING A JOB DESCRIPTION FOR THE POSITION OF SEASONAL RESERVOIR
CAMPGROUND EMPLOYEE

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS:

Section 1. That, effective from and after the adoption of this Ordinance, a new job description for the position of Seasonal Reservoir Campground Employees shall be as is set forth in the job description attached hereto and incorporated herein as if fully rewritten. The Fiscal Officer is hereby authorized and directed to revise the New London Employee Handbook to reflect the changes authorized by this Ordinance.

Section 2. That the Employee Handbook and Personnel Policies of the Village of New London shall be amended by adding the following position to the Salary Schedule:

	FROM:	TO, NOT TO EXCEED:
SEASONAL RESERVOIR CAMPGROUND EMPLOYEE	\$ <u>10.00</u> PER HOUR	\$ <u>12.00</u> PER HOUR

Section 3. That this Ordinance shall take effect at the earliest period allowed by law.

PASSED: June 10, 2019


MAYOR

ATTEST:

Nancy Howell
FISCAL OFFICER

JOB RESPONSIBILITIES

Essential Duties and Responsibilities:

1. Provide outstanding customer service to park visitors. Greet and assist visitors, answer questions and explain rules and regulations which apply to them.
2. Register campers, take reservations for camping.
3. Take reservations and rental of shelters.
4. Issuance of boat and surf board launch permits.
5. Assure that the gates are opened and closed in accordance with the hours of operation.
6. Assure that the flags are raised as weather permits.
7. Enforces Campground rules and regulations according to Village ordinances, with the help of Joe & Shawn.
8. Monitor Campground for appropriate use of the facilities by visitors (Pets aren't left unattended or left off-leash, keeping quiet hours, too many people/vehicles on a site, etc.).
9. Report any hazardous, unsafe conditions or non-compliant issues immediately.
10. Clean restrooms /showers and laundry areas daily, while conducting spot checks throughout the day and restock supplies. Clean to Recreation Director Approval.
11. Clean and prep Cabins after guests check out.
12. Learn and Utilize the reservation / Point of Sale System.
13. Fill propane tanks according to safety procedures.
14. Follow cash management policies and all procedures; collect deposits and fees from campers and ensure that a rental agreement is completed, signed, with additional documentation, such as, proof of insurance or waivers are in place.
15. Perform light maintenance work around the campground such as litter pick-up, sweeping, empty trash receptacles as needed.
16. Distribute maps, copies of park rules and regulations. May assist campers in locating a campsite, be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
17. Ensure that all sports and recreational equipment is safe to use and properly stored and secured.
18. Work in a safe manner always.
19. Performs other duties as may be assigned.