



JOB DESCRIPTION

POSITION: **RV Park
Facilities/Maintenance
Attendant** REPORTS TO: **RV Park Supervisor**

SUMMARY: The RV Park Facilities/Maintenance Attendant will be responsible for maintaining cleanliness and safety for the RV Park. Be able to perform duties at experienced apprentice level for maintenance around the park, in sites and buildings with the highest attention to detail.

Essential Responsibilities and Duties: (Specific areas of responsibility including, but not limited to)

- Comply with all RV Park operating policies & procedures.
- Escort guests to their designated site and assist with any questions.
- Welcome all guests in a friendly manner and assist with any questions or concerns during their stay at the RV Park. Help to ensure that all guests have an enjoyable experience while adhering to the park rules.
- Stay current on shows, promotions and future events within the resort and local area.
- Attend meetings and trainings as requested.
- Perform regular inspections of property; recommend maintenance of property and equipment as necessary to the proper personnel needed.
- Keep maintenance logs for all repairs/replacements required.
- Maintain Pool, Spa and outside area.
- Keep Clubhouse clean.
- Pick up garbage from sites.
- Keep all restrooms clean on property.
- Stock, order and receive supplies for RV Park facilities.
- Maintain a positive and safe work environment.
- Perform other duties/tasks as required.

Qualifications:

- Possess high school diploma, GED or equivalent.
- Two (2) years prior maintenance experience or equivalent educational, training and work experience preferred.
- Be able to work in a fast-paced, stress-filled environment.
- Be able to work holidays, evenings and weekends.
- Have ability to professionally write reports and correspondence.
- Be able to use hand and power tools effectively in a safe and appropriate manner.
- Must be able to communicate effectively both verbally and in writing.
- Be able to work outside in inclement weather and on uneven surfaces.

Physical Requirements:

See Job Safety Analysis for detailed physical requirements of the position.

Pre-employment Requirements:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer, TEDA, Inc., owned by the Tuolumne Band of Me-Wuk Indians. As a result of this ownership, preferential hiring will go to Native Americans, enrolled in a federally recognized Tribe.



Employment is contingent upon pre-employment background and drug test results.

Employee Acknowledgement:

I have received and reviewed a copy of the RV Park Facilities/Maintenance Attendant job description and understand the requirements and responsibilities of this position.

Signature: _____ Date: _____

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer, TEDA, Inc., owned by the Tuolumne Band of Me-Wuk Indians. As a result of this ownership, preferential hiring will go to Native Americans, enrolled in a federally recognized Tribe.