

**TOWN OF BRIDGTON  
POSITION DESCRIPTION**

**SALMON POINT  
CAMPGROUND MANAGER**

**POSITION NARRATIVE:** This seasonal full-time position involves a high level of interaction with the public both as visitors and campers while providing a variety of operational and maintenance related services either by their own skills or through a contractor, assuring a positive camping experience at Salmon Point. The facilities are maintained to a high level of cleanliness and are kept operationally ready. The Manager represents the Town in all facets of the Campground's operations.

**LEVELS OF AUTHORITY AND DECISION MAKING: (Check One)**

ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

**SUPERVISION**

This position supervises personnel assigned who must complete the daily maintenance and operational tasks at the campground. The Campground Manager reports to the Town Manager or his designee.

**EXAMPLES OF WORK** (These are examples only and not meant to be the complete listing.)

The Manager shall provide the overall daily supervision of employees as they complete the necessary work within the campground. This shall include safety training, motivation and as needed corrective measures to assure that policies, practices and procedures are followed by the employees.

Provide an understanding of the campground rules and regulations to users of the facilities and seek reasonable compliance that will benefit of all users.

Will meet and greet all users of the campground, collect the appropriate fees, record and then deliver the collected revenues per approved procedures and maintain visitation records.

Will recommend both short term and long-term projects and plans to the Town Manager and when approved work with the appropriate department heads to achieve completion of those projects.

Assures that all equipment, vehicles and structures are maintained at levels that allow for their proper and safe use, make arrangements for repairs and keep the Town Manager informed in a timely manner.

Will assure the proper procedures are followed for the opening and closing of the campground as well as be involved in the daily maintenance aspects of the campground.

Manager is responsible for overseeing and cleaning of the Salmon Point public beaches including the bathrooms.

Available for Manager's accommodations is a park model. The manager is responsible for assuring that the park model is kept clean, properly maintained and winterized when the season is over.

Will take on other duties and responsibilities both self-initiated and as assigned.

**SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:**

**A. Required**

Has demonstrated interpersonal skills allowing them to communicate both verbally and in writing to the campground community.

Has demonstrated "hosting" experience in a campground or similar setting.

Has general knowledge of maintenance in similar situations such as parks, landscaping and facility management.

Can operate basic small maintenance equipment.

Possess a current and valid motor vehicle operator's license.

Must be on-site and available prior to the campground opening of May 15<sup>th</sup> to ready and prepare the campground for arrival of campers and assure that the campground is closed properly following campground closing of October 15<sup>th</sup>.

**B. Desired**

Has working knowledge of both water, sewer and pump operations.

Has basic working knowledge of electrical systems.

Has prior basic carpentry experience.

Has demonstrated supervisory skills.

**DESIRABLE EXPERIENCE AND TRAINING**

Prior campground operations, maintenance and management experience is desirable.

Prior experience in dealing with services to a group of people or the public in general.

Successful experience in operations management and decision making.

**NECESSARY AND SPECIAL REQUIREMENTS**

Have a demonstrated successful experience with public interaction and supervision of personnel.

**COMPENSATION**

The final compensation package is negotiable and dependent upon the various skill sets, qualifications and experience of the applicant.