

INSTRUCTIONS FOR APPLYING FOR THE POSTION OF  
Stan Hedwall Park RV Park Caretaker  
City of Chehalis Community Development Department

**PLEASE READ CAREFULLY**

Attached to these instructions please find Attachment "A" – description and job duties for the Stan Hedwall Park RV Caretaker

**To apply for this position, you must submit the following:**

- Cover letter
- Resume
- A list providing two personal and two professional references including contact information

Completed materials must be received by 5:00 pm on Wednesday, March 12, 2014.

Please mail or deliver applications to:

Dennis Osborn, Community Development Director  
1321 S. Market Blvd.  
Chehalis, WA 98532

Due to the anticipated large number of applicants, individuals who are not selected for an interview will be notified by email, if an email is provided. We will not be able to call or write letters to applicants who are not selected for interviews.

Applicants who are selected for interviews will be contacted by phone and/or email.

If you have questions, please contact Rich Trotter, Property Technician II, at (360) 508-6264, or by email at [rtrotter@ci.chehalis.wa.us](mailto:rtrotter@ci.chehalis.wa.us).

## Attachment A

### COMMUNITY DEVELOPMENT DEPARTMENT PARKS AND FACILITIES STAN HEDWALL PARK RV CARETAKER DUTIES - 2014

#### Description

Under the direct supervision of the Property Maintenance Technician II, the RV Caretaker will perform maintenance/janitorial duties to Stan Hedwall RV Park grounds, RV Park restrooms, five public restrooms and general park grounds as assigned. The Caretaker will also remain onsite for assistance with the Organic Waste Disposal Dump during the specified public dump hours on Wednesdays, Saturdays and Sundays. Opens and closes, lock and unlocks facilities as needed.

#### Recreation Vehicle Park Daily Duties:

##### General

Respond to public inquiries in a courteous manner, provides information within scope of authority and knowledge; and refers inquiries to the Lead Property Maintenance Technician, Recreation Manager, or department Director as appropriate;

Keeps records of work completed;

Follows established procedures and meets adopted standards

Follows all safety rules and procedures

And such other tasks, duties and responsibilities as assigned

##### **Grounds:**

Keep camp grounds clean at all times;

Perform maintenance of off leash dog-park as needed;

Notify Parks Department Lead Property Technician when facility repairs or supplies are needed. The after-hours number is 360-266-7158;

##### **Restroom Facilities:**

By 10:00 am daily, restrooms need to be clean and sanitized, stocked with the necessary paper towels, toilet paper, hand soap and inspected for electrical issues and broken items;

During the peak season the RV restroom/showers may need to be cleaned and sanitized more than once a day depending on use;

On a daily basis garbage cans need to be checked and emptied as needed;

##### **RV Spaces:**

Greet RV guest daily between 4:00 and 10:00pm, answer any questions, and monitor RV space use;

Camping in the park is only allowed in the RV Park. It is the Caretaker/Lessee responsibility to notify violators to move to the RV Park or leave the park, and if they do not comply, notify police for enforcement; and

Clean RV sites and picnic tables as needed;

#### Organic Waste Disposal Dump Duties:

Be available onsite for assistance during the specified public dump hours on Wednesday 4:00 pm-7:00 pm; Saturday 10:00 am – 5:00 pm; and Sunday 2:00 pm – 5:00 pm. Some special events may alter regular hours of assistance throughout the season (13 hours weekly).

Greet customers and verify customers valid dump permit;

Inspects customer's items to make sure they are appropriate for dumping;

Directs customers to proper dump area;

Maintains general cleanliness of dump area;

**Covered Picnic Shelter Area Daily Duties:**

Check shelter for any issues (electrical issues, broken items, etc.). If repairs are needed, immediately contact the Parks and Facilities Division. The after-hours number is 360-266-7158;

By 10:00 am daily, restrooms need to be clean and sanitized, stocked with the necessary paper towels, toilet paper, hand soap and inspected for electrical issues and broken items;

Place reservation sign up at shelter by 9:00 am on reservation days; and

Greet reservation group and show where the broom, dust pan, mop and bucket are and instruct them where to put the supplies when they are done. Be courteous and helpful.

**Stan Hedwall Park Restroom Facilities Daily Duties:**

Center Area, Babe Ruth, Little League, Soccer, Covered Shelter

By 10:00 am daily, restrooms need to be clean and sanitized, stocked with the necessary paper towels, toilet paper, hand soap and inspected for electrical issues and broken items;

Garbage cans shall be checked daily and emptied when necessary;

Provides custodial assistance during special events held at the park, only as needed; and

If repairs are needed, immediately contact the Parks and Facilities. The after-hours number is (360) 266-7158;

**Vandalism**

Watch for vandalism. Report all vandalism to the Property Maintenance Technician II and/or the Chehalis Police Department. If able get names, license numbers, etc. for apprehension of the people involved.