

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Campground

**SERIES NO.:**

2256

**MAJOR AGENCIES:**

Natural Resources

**EFFECTIVE DATE**

**SERIES PURPOSE**

The purpose of the campground occupation is to operate & coordinate activities of natural resources campgrounds.

At the lower level, incumbents operate campground check-in stations.

At the higher levels, incumbents coordinate campground operations.

**CLASS TITLE**

Campground Attendant

**CLASS NUMBER:**

22560

**EFFECTIVE DATE**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of campground rules & regulations in order to operate campground check-in stations.

**CLASS TITLE**

Campground Coordinator 1

**CLASS NUMBER:**

22565

**EFFECTIVE DATE**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general direction & requires considerable knowledge of campground rules & regulations in order to coordinate campground operations having 199 or less Class A & B campsites.

**CLASS TITLE**

Campground Coordinator 2

**CLASS NUMBER:**

22566

**EFFECTIVE DATE**

03/26/1990

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of campground rules & regulations in order to coordinate campground operations having 200 or more Class A & B campsites with cabins or 200 Class A sites & cabins that are maintained by park.

<b>CLASS TITLE</b> Campground Attendant	<b>CLASS NUMBER:</b> 22560	<b>BARGAINING UNIT:</b> 06
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**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Registers campers & assigns camping area, processes daily camp receipts & attendance reports, assists campers with problems, gives information & issues passes to camp area visitors.

Operates 2-way radio receiving & transmitting messages; dispatches proper equipment or persons in campground emergency; answers telephone & provides information regarding campground & park facilities.

Gives weather warnings to campers & advises campers on park regulations; assists in finding lost children & gives first aid as necessary.

Cleans & maintains camp check-in office; cuts & trims grass in camp area; performs general camp area maintenance.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition, subtraction, multiplication & division; public relations; campground guidelines, rules & regulations\*; safety practices & procedures related to campground activities. Skill in first aid procedures. Ability to deal with problems involving several variables within familiar context; handle routine contacts & answer questions from general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in campground safety practices; 1 course or 3 mos. exp. in first aid; valid driver's license. In accordance with Section 124.11 (B) (2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of the Minimum Class Qualifications noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE</b> Campground Coordinator 1	<b>CLASS NUMBER:</b> 22565	<b>BARGAINING UNIT:</b> 06
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**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates campground operation having 199 or less Class A & B campsites (i.e., no state owned cabin facilities available, does not perform custodial or maintenance of cabins) to include acting as lead worker (i.e., provides work direction & training) over office & maintenance personnel, collects & submits camping receipts to manager, performs other office functions (e.g., submits reports; maintains ledgers & records), assists with camper registration & assists in preparing budget & managing budget.

Answers visitor inquiries, arbitrates camper disputes &/or problems; applies first aid; patrols camp area enforcing principles of law & natural resources; assists with special programs & events (e.g., hikes, naturalist programs, maple syrup festival).

Oversees & assists in campground maintenance; inspects facilities & camp areas for cleanliness, safety hazards & needed repairs; performs regular maintenance &/or repair of park equipment & vehicles.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of multiplication, division, fractions, decimals & percentages; employee training & development\*; bookkeeping\*; budgeting\*; public relations; departmental laws, rules & guidelines governing campground operations; safety practices related to campground activities. Skill in first aid techniques; operation & maintenance of park equipment & vehicles. Ability to gather, collate & classify information about data, people or things; deal with problems involving several variables within a familiar context; handle routine inquiries from general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes multiplication, division, fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in first aid techniques; 3 mos. trg. or 3 mos. exp. in operation & maintenance of park equipment & vehicles; valid driver's license.

-Or equivalent of the Minimum Class Qualifications noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Works outside exposed to weather.

<b>CLASS TITLE</b> Campground Coordinator 2	<b>CLASS NUMBER:</b> 22566	<b>BARGAINING UNIT:</b> 06
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**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates campground operations having 200 or more Class A & B campsites with docking facilities &/or cabins, or 200 Class A sites & cabins that are maintained by park to include acting as lead worker (i.e., provides work direction & training) over campground & maintenance personnel, collects & submits camping & cabin fees to manager, performs related office duties (e.g., prepares reports, maintains records), assists with campground & cabin registration & monitors procedures & assists in budget preparation & managing budget.

Answers visitor inquiries & supplies information; arbitrates camper disputes & handles cabin complaints &/or problems; applies first aid; patrols camp & cabin area enforcing principles of law & natural resources regulations; coordinates &/or handles special events & programs (e.g., cross country ski clinics, boating safety, naturalist programs).

Oversees & assists in campground & cabin area maintenance; inspects campgrounds, cabin area & related facilities for cleanliness, safety hazards & needed repairs; performs routine maintenance &/or repair of equipment & vehicles for park.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of bookkeeping; employee training & development\*; budgeting\*; public relations; multiplication, division, fractions, decimals & percentages; departmental laws, rules & guidelines governing campground operations. Skill in first aid techniques; operation & maintenance of park equipment & vehicles. Ability to deal with problems involving several variables within familiar context; gather, collate & classify information about data, people or things; handle routine inquiries from general public; maintain accurate records.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes multiplication, division, fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 3 mos. trg. or 3 mos. exp. in bookkeeping; 3 mos. trg. or 3 mos. exp. in first aid techniques; 9 mos. trg. or 9 mos. exp. in operation & maintenance of park equipment & vehicles; valid driver's license.

-Or equivalent of the Minimum Class Qualifications noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Works outside exposed to weather.