

Allatoona Lake Project

Campground Local Policy and Day Use Area Local Policy

Area-Specific Provisions and Requirements: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for Park Attendants (PAs). It is important to read and understand the General Specifications and the Campground and/or Day Use Area Local Policy prior to submitting your bids.

PRE-WORK CONFERENCE AND DEBRIEFING: It is **MANDATORY** that both members of the PA Team attend all pre-work conference and debriefing sessions, beginning at 8:00 a.m. each day, at the Allatoona Operations Project Management Office, 1138 GA Highway Spur 20, Cartersville, Georgia 30121. These sessions will conclude by 4:30 p.m. each day. Lunch will not be provided. PAs will be paid their daily rate for attendance at the pre-work conference and debriefing sessions.

APPROVED USER FEE COLLECTION & PROCESSING:

1. Rangers will pick up the deposit copy with all receipts and the certified mail receipt from the PAs.
2. Submittal of paperwork must be completed no less than once per each 3-day or 4-day shift.

PET POLICY: Three pet limit for PAs and campers. Vicious pets are not allowed. Shot records must be provided upon request.

DRESS CODE OR UNIFORM POLICY: PAs are required to wear a **solid color collared shirt** (long or short sleeve without logos) and solid color slacks or walking shorts. (No jeans or sweat pants). **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. Beards are acceptable, but must be kept neatly trimmed and clean.

ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: PA campsites at Allatoona Lake include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PA site is on a “party-line” with the gatehouse and other PA site. No personal use (including internet/e-mail) will be allowed.

Campground Local Policy

HOURS OF WORK: Both PAs “A” and “B” will generally work either a four (4) day on/four (4) day off schedule or a three (3) day on/three (3) day off schedule depending on the particular campground. This will include working all of the federal holidays and weekends that are scheduled within their normal shift. Twenty-four hour shifts begin at 7 a.m. each morning and end at 7 a.m. the following morning. During the contract period, PAs will operate the gatehouse generally for fifteen and a half (15 1/2) hours each day from 7:00 a.m. until 10:30 p.m. Twenty-four hour presence in the campground is required by both members of the PA team on all scheduled performance days.

PARK INSPECTIONS: PAs will be required to inspect the entire campground during operating hours keeping a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger **immediately.** PAs will furnish sufficient transportation with which they will make an inspection of the entire facility every **three (3)** hours or as needed. A minimum of **five (5)** patrols through the park must be made daily. One PA must remain at the gatehouse while the other patrols the campground. The last inspection tour will be made

between 10 p.m. and 10:30 p.m. to observe for compliance of quiet hours and ensure visitors are out of the campground.

OPENING AND CLOSING FACILITIES: PAs are required to unlock and open the gate to campground each morning at 7:00 a.m. and close and lock the campground gate each night at 10:30 p.m. on scheduled performance days. PAs are also required to contact law enforcement personnel or project management personnel for situations beyond PA's control from 10:30 p.m. until 7:00 a.m. on performance days. **WITHOUT EXCEPTION, PAs will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PA TEAMS will also immediately open gates to allow emergency vehicles access to the park and customers.** Gatehouse windows and doors must be locked and interior appliances, lights and computers must be turned off after performance shift ends each day.

ADDITIONAL INFORMATION: All bidders can contact **Hailey Bowers** at **678-721-6726** or email Hailey.e.bowers@usace.army.mil to arrange for a tour of the park(s) or a detailed explanation of the job responsibilities and requirements. Prospective PAs are urged to inspect the areas they are interested in operating before they submit a bid to become familiar with the size and scope of the responsibilities.