

JOB TITLE: ASSISTANT MANAGER MAINTENANCE



Department: Fairgrounds
Supervisor: Fair Manager
Supervision Exercised: Supervises Fair Maintenance Employees and seasonal
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
Fairboard Approval: 06/30/2023

SUMMARY

Maintains County Fairgrounds and all facilities to ensure attractive and appropriate appearance for users of the facilities. Assists groups using the fairground facilities as needed or as contracted. Performs a variety of work related to the maintenance and repair of gasoline and diesel internal combustion powered vehicle and equipment.

This is a full-time position usually requiring weekend work as directed by the Fair Manager. Work involves a wide variety of work situations, often requiring a high degree of complexity in the operation, maintenance and repair of light and heavy equipment. Incumbent generally operates from established well-known procedures with the ability to solve practical problems using a variety of instructions. May also determine own practices and procedures in the performance of assigned duties. Communicates heavily with others inside the department, and regularly with customers and volunteers utilizing the fairgrounds. Work has a distinct impact on the operations of the fairgrounds and their facilities that may impact users of the fairgrounds. Work is typically performed outdoors, requiring regular exposure to weather and inclement conditions. Typically involves low intermittent stress due to the work performed, but may have intermittent periods of high stress brought on by working long hours on continuous days. Does not typically involve travel outside of the local area.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Maintains grounds, shrub care, weeding, and irrigation of vegetation. Maintains lawns and other areas using mowers, brush hogs, and other equipment as needed for proper maintenance.
- Maintains and repairs fairgrounds machinery and equipment (e.g., trucks, tractors, etc.) to ensure proper working order. Diagnoses mechanical, electrical, and hydraulic problems in internal combustion powered vehicles and equipment as used by the Fairgrounds. Upkeeps machinery and provides or ensures regular maintenance. Maintains records of all maintenance and repair work performed.
- Removes, repairs, or rebuilds component parts such as starters, alternators, generators, carburetors. Troubleshoots and repairs electrical, electronic, heating, cooling, emission and hydraulic systems.

- Performs preventive maintenance on vehicles and equipment using a variety of pressure gauges, micrometers, calipers, etc. Operates auxiliary equipment such as welder, cutting torch, air compressor, etc.
- Rebuilds, repairs or services small engines, power saws, power mowers, or other motorized equipment: welds equipment and parts; cleans and maintains equipment and shop area.
- Ensures proper safety and cleanliness of equipment and the work area.
- Performs the general functions of a heavy equipment operator.
- Works with all fairgrounds sponsored events including the fair and rodeo as well as working with year-round event rentals to insure the success of all fairgrounds events.
- Performs snowplowing, sanding and other maintenance duties using a variety of heavy equipment and apparatus.
- Maintains all buildings, fences, gates, tables, benches, chairs and all other structures located on the fairgrounds in good working order.
- Oversees Fair Maintenance employee, several part-time employees and skilled contract workers as needed to carry out maintenance repair and upkeep of all County buildings and facilities on the Fairgrounds. Utilizes efficient and effective practices in managing personnel, supplies, equipment, and time as needed to take care of the maintenance, repair, and upkeep of Fairground facilities.
- Directs and guides groups using the grounds, to protect the grounds and facilities from undue wear and tear during use. Limits activities of groups to those specified by the Fair Board as outlined within grounds usage agreements and documents.
- Checks all buildings, facilities, and equipment before and after each use. Maintains written record of inspections and notifies the Fair Manager of damage or missing equipment following each event.
- Performs various maintenance functions to ensure proper and effective work environment. Ensures proper painting and lighting; gardening and landscaping; emergency repairs and replacements of broken windows, doors, locks, pipes, water heaters, etc.
- Clears sidewalks of snow and ice and supervise the clearing of parking lots.
- Performs or participates in remodeling and other projects as required including coordinating with outside contractors as needed and authorized.
- Prepares materials lists and supplies necessary to complete projects and procures them according to standard procedures with Fair Manager.
- Builds and repairs furniture, cabinets, shelves, doors, fences, roofs, lean too structures and other carpentry projects.
- Performs general building repairs practices including plumbing, lighting, heating, painting, and all other maintenance functions. Performs plumbing operations as necessary to install, remove, repair or replace toilets, sinks, sump pumps, and other related plumbing equipment, using appropriate plumbing tools. Repairs and maintains heating and lighting systems.
- Trains part-time employees in the proper use of work techniques, tools, machinery, and all other equipment and practices needed to effectively maintain the fairgrounds.
- Establishes and maintains time and accountability records in cooperation with the Fair Manager. Establishes and maintains records for building maintenance and repair.
- Assists the Fair Manager with current inventory of fairground equipment, including, gates, panels, chairs, tools, machinery and all other structures and equipment.

- Reads gas and checks electric meter before and after each use of the grounds. Notifies Fair Manager of such readings to ensure proper utilities maintenance and billings.
- Supervises work crews, full-time, part-time or seasonal fairgrounds help as directed by Fair Manager.
- Prepares for the County Fair, Rodeos and 4-H and Fair Horse Shows as directed by the Fair Manager. Maintains grounds and facilities during the Fair and other assigned events. Performs clean up and take-down activities at the conclusion of such events and activities.
- Maintains yards and repairs for the rental house.
- Maintains Playground area.
- Maintains RV Campgrounds; 33 unit spaces, restrooms, private shower rooms, pavilion common lawn area and sprinkler systems.

SECONDARY FUNCTIONS

- Performs all other duties as assigned.
- Provides back-up and assistance to employees as work assignments dictate.
- Provides clerical duties and assists in office when needed.
- Janitorial work may be required.
- Provides quarterly reports to Fair Manager.
- May in absences of Fair Manager and/or Administrative Assistant assist with turning in payroll blue sheet and time sheets.
- Recommended to attend conventions, workshops and seminars that will increase knowledge and performance of job.
- If necessary, may need to fill in for Fair Manager occasionally.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required with additional post-high school training courses.
- Three year of related experience with general maintenance, general facility and vehicle repair, lawn and yard care, maintenance and repair of light to heavy equipment and apparatus
- Good knowledge of the operation and care of gasoline and diesel internal combustion engines and related component systems. Must have working knowledge of safety precautions and procedures relating to mechanical equipment and maintenance shop.
- Must have a personal or home phone in working order for the duration of employment.
- Must possess good work habits and the ability to perform set instructions as directed.
- Basic understanding of general maintenance and repair functions as needed in the upkeep and maintenance of the fairgrounds.
- Ability to use a variety of hand tools, machinery, vehicles and equipment as needed in the upkeep and maintenance of the fairgrounds.
- Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
- Ability to communicate effectively, both orally and in writing.

- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Will be required to partake in monthly Bonner County Safety meeting.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking) and standing; frequent fingering, grasping, walking, and repetitive motions. Requires regular lifting, pushing, pulling and carrying up to 40 pounds with occasional weights over 50 pounds. Requires good general vision. May be required to work odd hours and be on call as needed during various periods of the year as needed or assigned.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____