

Sevier County Job Description



Title: Fairgrounds Maintenance Specialist	Department: County Commission
Grade: 17	FLSA Status: Non-Exempt
Job Code: 185	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **journey level skilled** duties as needed to coordinate and perform general maintenance of the fairground's facilities including, rodeo arena, race track, stock building, pavilion, parking lot, exhibit and concession buildings.

SUPERVISION RECEIVED

Works under general direction from the Sevier County Commission and general supervision of the County Executive.

SUPERVISION EXERCISED

Provides close to general supervision to part time custodians and inmate crews on a project-by-project basis.

ESSENTIAL FUNCTIONS

- Performs general administrative duties related to the planning and operations of the fairgrounds;
- Recommends and manages approved budget in compliance with established fiscal guidelines and controls;
- Coordinates and participates in fairground committee meetings;
- Implements work priorities and schedules, assigns work routines and monitors and inspects work in progress;
- Recommends or orders all materials and supplies used in the maintenance and repair of County fairgrounds;
- Performs ongoing maintenance and cleaning of fairground buildings and grounds;
- Coordinates and assists with paperwork for rentals at the Sevier County Fairgrounds;
- Schedules fairground events, coordinates with vendors the set up requirements and performs set up for all scheduled events;
- Performs landscaping operations related to planting and grooming of lawns, planting beds, trees, shrubbery, fertilizing, weed control, etc.;
- Performs seasonal functions, maintenance, and winterization of watering systems;
- Maintenance, preparation and grooming of arena and race track;
- Ensures proper water content of dirt track;
- Ensures safety rails are properly maintained and in good repair;
- Sets up stalls to temporarily house animals during racing events, rodeo, auctions or for private use;
- Ensures proper operation of security alarm system;
- Tests fire alarms and ensures proper location of extinguishers according to public facility fire codes and fire prevention standards;
- Maintains facility sound systems;
- Performs routine service of equipment, i.e., tractors, ATV's, lawn mowers, spraying equipment, etc.;

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent; plus, one (1) year specialized training provide through trade or technical school related to the maintenance and construction fields, facilities management and four (4) years of progressively responsible experience in building maintenance requiring skill in carpentry, plumbing, electrical wiring, painting and other related fields.

*An equivalent combination of education and experience may be considered.

2. **Knowledge, Skills, and Abilities:**

Working knowledge of

- Plumbing methods and practices;
- Legal environment associated with building operations, i.e., OSHA and ADA;
- Facilities maintenance;
- HVAC, carpentry, mechanical and electrical equipment;
- Current methods, principles, and practices of building construction, maintenance and repair;
- Equipment and materials used in construction and maintenance operations;
- Hazards and safety precautions common to municipal maintenance and repair activities;
- Legal environment related to safety and risk management practices and principles;
- Current building codes, standards.

Skill in

- The use of power and hand tools associated with diverse facilities and environ maintenance functions;
- Skill in use and operation of water truck, tractor and bucket, hedgehog mower, etc.

Ability to

- Follow verbal and written instructions, maintain safety and risk management standards;
- Maintain effective preventive maintenance programs;
- Keep operating records and prepare reports;
- Establish and maintain effective working relationships with employees, other agencies and the public;
- Communicate effectively verbally and in writing.

3. Special Qualifications:

- Must possess a valid Utah driver's license.
- Must be available for 24 hour emergency call out.
- Resident of Sevier County.

4. Work Environment:

- Incumbent of the position performs typically in an indoors setting or shop with appropriate climate controls.
- Some outdoor work is required in the completion of various projects.
- Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching.
- Lifting requirements frequently in excess of 50 pounds.
- Occasionally works near moving mechanical parts or in outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Hand-eye coordination is necessary to operate power tools and equipment.
- Essential functions require talking, hearing and seeing.
- Common eye, hand, finger dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.
- Periodic travel required in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)