

Maintenance Staff – Job Summary New Position

Classification

Non-Exempt

Reports to

Operations Supervisor

Date

April 2021

General Purpose of Position

Responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional.

Overview of Job Responsibilities

- Work on plumbing (indoor/outdoor).
- Work on underground utilities, install and repair water and sewer lines.
- Water fountain maintenance and repair.
- Maintenance and repair of small engines and lawn equipment.
- Operate heavy equipment as needed (backhoe, excavator, front end loader).
- Assist with facility setup and teardown as needed.
- Works on all fabrication needs including those requiring welding.
- Operate forklift occasionally.
- DOT licensed and certified to drive fair vehicles off the grounds.
- Key contact to show promoters/vendors for water, power, sewer, and utility issues.
- Occasional trash disposal and restroom cleaning.
- Clean buildings (inside/outside).
- Occasionally assist in parking cars for events.
- Report timely to Operations Supervisor issues needing repair or any safety concerns.
- Be cooperative and professional with co-workers, vendors, and contractors always.
- Perform work as assigned, meeting necessary deadlines.
- Work various show events as needed which includes weekends.
- Comply with safety regulations and maintain clean and orderly work areas.
- Carpentry work and repairs as needed.

Specific to the fair responsibilities

Assists with setup and takedown of all buildings and barns as needed, including mid-fair changeovers. Set up water hookups for concessionaires. Along with regular duties, handles various jobs as instructed by supervisor that pertain to fair. Must be able to work entire run of the fair.

List skills needed for this position:

- Strong carpentry skills a must.
- Plumbing background (interior/exterior) including all sizes and types of pipe (i.e. Stainless steel, Galvanized, Cast-Iron, Brass, PEX, PVC & CPVC Pipes)
- Utility background and installation/repair of water and sewer lines
- Must be able to operate heavy equipment when needed (backhoe, excavator, front end loader)
- Must be able to operate forklift when needed
- Maintenance and repair of small engines and lawn equipment
- DOT licensed and certified
- Proficient welding skills (including: MIG, TIG, stick and aluminum welding) and other forms of fabrication (including carpentry skills)
- Experience in using hand and electrical tools
- Must have valid driver's license.
- Ability to read technical manuals and drawings
- Good communication and interpersonal skills
- Physical stamina and dexterity

Education

Must have high school diploma or equivalent.

Physical Demands

See attached ADA checklist.

Position Type/Expected Work Week

This is a full-time position. Some time spent outside in all seasons. Days and hours of work are generally Monday - Friday, 7:00 a.m. to 3:30 p.m. This position occasionally requires longer hours and sometimes weekend work. During the fair hours could be 15 per day for 12 days and may walk five miles in a day each day.

Other Duties

Please note this description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.