



CARETAKER/INTERIM EVENT WORKER JOB DESCRIPTION

Job Title: Caretaker/Interim Event Worker

Job Code: FR103

Pay Grade: 12

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

NATURE OF WORK

Under general supervision, sets up and takes downs events for the Lewis County Fairgrounds; serves as Caretaker and performs a variety of facilities and grounds maintenance functions.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Sets up tables, chairs, booths, stages, and/or other types of items required for events conducted at the County's Fairgrounds; tears down events and performs events clean up.
- Responds to and assists in resolving maintenance issues and/or setup issues involving interim rentals.
- Cleans and maintains the Fairground's office, restroom facilities, and parking lot.
- Performs a variety of landscaping and grounds maintenance functions.
- Removes litter and debris from grounds; fills potholes.
- Paints signs, fences, doors, and the interior and exterior of buildings.
- Installs signs and banners; updates message boards.
- Operates various types of grounds maintenance equipment including forklifts, lawn mowers, weed eaters, and blowers.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around fairground facilities; work involves exposure to variable weather conditions, hazardous chemicals and materials, and machinery with moving parts; subject to standing, walking, bending, reaching, operating equipment, and performing manual labor.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND two (2) year's fairgrounds maintenance experience.

A valid Driver's License, Forklift License, and CPR/First Aid Certification are required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Fairgrounds operations and events.
- Facilities and grounds maintenance principles.
- Equipment and tools relative to fairgrounds maintenance.
- Regulations and standards governing the maintenance of fairground facilities.

Skills in:

- Coordinating and performing a variety of fairgrounds maintenance functions.
- Setting up and tearing down fairgrounds events and functions.
- Safely operating and maintaining departmental equipment and tools.
- Establishing and maintaining effective working relationships with other staff, community groups, and the general public.
- Communicating effectively verbally and in writing.