



# Sanders County

## Job Description

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

|                    |                             |                     |  |                                 |
|--------------------|-----------------------------|---------------------|--|---------------------------------|
| <b>Job Title:</b>  | Fairgrounds Facility Worker | <b>FLSA Status:</b> | <input checked="" type="checkbox"/> Non-Exempt | <input type="checkbox"/> Exempt |
| <b>Grade:</b>      | 7                           |                     |  |                                 |
| <b>Department:</b> | Fairgrounds                 | <b>Reports to:</b>  | Fair Manager                                   |                                 |

**Closing date: Tuesday, May 31, 2022, at Noon.**

**Work Unit Overview:** Part time Position, up to 29 Hours/Week, based on seasonal needs. All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

The Fairgrounds Department preserves, enhances, and develops the Fairgrounds for present and future generations through comprehensive planning, capital acquisition, facility development and event production. The County Fairgrounds hosts fairs, rodeos, livestock shows and sales, equestrian events, and other events and activities that members of the public are invited to attend.

**Application documents required:** Please contact Sanders County Job Service at 406-382-3045.

**Job Summary:** The Fairgrounds Manager is responsible to perform a variety of duties and tasks in the oversight of Sanders County fairgrounds.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Opens, closes, locks and unlocks buildings as needed.
- Performs inspections of leased building upon the conclusion of the lease to ensure the structure has been properly cleaned.
- Keeps inventories of custodial supplies. Replaces supplies when required.
- Notifies Fair Manager when supplies are low and if equipment needs to be repaired or replaced.
- Building maintenance support including painting, light construction and building upkeep.
- Light grounds keeping activities to include, raking, collecting garbage, removal of rocks and debris, and other activities supporting keeping grounds in an attractive condition.
- Cleaning bathrooms and other building facilities.
- Other minor activities on an occasional basis as directed by the Fairgrounds Manager.

- Answers inquiries, providing information based on knowledge of County Fair programs and activities.
- Mows and irrigates the fairground
- Lawn care activities will occur generally from April through September.
- Oversees the fairgrounds park area to deter vandalism and theft.
- Inspects and maintains assigned small tools, mowers, custodial and other equipment for proper operating condition.
- Maintains awareness of other vehicles, people and other safety hazards near work sites.
- Performs all duties in conformance to appropriate safety and security standards.
- Greets the public in a friendly manner.
- Answers the public's questions and/or routes to appropriate personnel.
- Maintains professionalism by exercising tact and courtesy at all times.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires standing and walking, talking and hearing, and reaching.
- Requires climbing, crawling and stooping to inspect buildings and grounds and grandstands to monitor conditions and perform maintenance functions.
- The incumbent is frequently required to lift up to 25 pounds and infrequently required to lift/move 50 pounds.
- Must be able to work in all weather conditions and tolerate exposure to dust and chemicals used in cleaning and maintaining buildings and grounds and animal dander.
- The noise level during events and concerts can be very loud
- Frequently the employee is required to work near moving mechanical parts, fumes, or airborne particles, toxic, or caustic chemicals and in high precarious places.
- The employee is frequently exposed to extreme cold, extreme heat, risk of electric shock, and vibration as well as herbicides and diesel fumes.
- If the employee is assigned to the Sheriff's Department exposure to criminal and danger is a possibility.

**Supervision Exercised:** *List jobs reporting to the subject position and level of supervisory authority.*

This position does not supervise any County employees.

**Knowledge, Skills, and Abilities:**

Possess a strong level of skills in minor repairs and ability to support landscaping duties; solid administrative and customer relations skills a must for the position.

**Education and Experience:**

- Graduation from high school or GED equivalent.
- Valid State driver's license.
- Ability to follow safety procedures.
- Ability to work various days and shifts.

**Health and Safety Responsibility:**

The safety and health responsibilities described herein are representative of those an employee will be responsible / accountable for while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Carry out work in a manner so as not to create a health and safety hazard to yourself or others; suggest ways to eliminating hazards.
- Assist in the reduction and controlling of accidents and illness producing conditions in work area by routinely conducting a visual inspection of the work area to identify unsafe work conditions and report time immediately to department supervisor.
- Advise co-workers when he/ she is participating in an unsafe work practice. Report any unsafe work practices immediately to supervisor.
- Report any incidents, near misses, injuries, or illnesses to immediate supervisor.
- Use the correct tools and equipment for the job includes Use the required safety equipment and protective clothing.
- Develop a personal concern for health and safety -- for yourself and for others, particularly new employees.
- Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- Co-operate with health and safety committee members and representatives.
- Should an injury occur during the course of the workday, report to your Supervisor and complete written Report of First Injury by the end of the work shift on the day injury occurs. Failure to complete and submit Report of First Injury that occurs during a work shift may result in progressive discipline being initiated.