BANNOCK COUNTY
CLASS SPECIFICATION

FAIRGROUNDS MANAGER

Department: Fair Administration
FLSA Designation: Exempt

Pay Grade: 13
Effective Date: 10/04, 08/09

Purpose of Class

Supervises and performs skilled and semi-skilled maintenance and service work on buildings and grounds, equipment and machinery, and irrigation systems; performs related work as required.

Primary Function

The primary function of an employee in this class is to supervise and perform skilled and semi-skilled maintenance, repair, inspection, and service work on the County Fairgrounds, including equipment, machinery, irrigation systems, grounds, and structures. Additional duties include soil and plant cultivation, pesticide and fertilization applications, cleanup duties and public restroom cleaning and maintenance. The work is performed under the supervision of the Fair Board Chairman, but considerable latitude is granted for the exercise of independent judgment and initiative. The position supervises the Fairgrounds Secretary, Maintenance Assistant, and seasonal employees and direction is provided to volunteer, inmate, and community service groups. The principal duties of this class are performed outdoors and may include working in adverse weather conditions and hazards involving the use of power tools, equipment and hazardous chemicals.

Essential Duties and Responsibilities (will vary by assignment)

- Directs the maintenance and daily operations of the County Fairgrounds;
- Supervises employees and volunteer, inmate, and community service work crews;
- Schedules and sets priorities for daily, short-term, and long term maintenance and construction projects;
- Ensures sufficient material, equipment, and personnel are available for scheduled projects;
- Maintains inventory of materials and equipment required, including purchasing;
- Performs event scheduling, including negotiating user agreements and contracts;
- Responds to public and user requests, inquiries, complaints, and suggestions;
- Assists in the preparation and implementation of the annual budget;
- Researches and prepares recommendations for capital improvements;
- Supervises and performs skilled and semi-skilled maintenance on buildings and structures, including painting, electrical, plumbing, carpentry, welding, and related building trades work;
- Supervises and performs general grounds maintenance, including mowing, trimming, weeding, watering, aerating, and application of herbicides, pesticides, and fertilizers;

- Supervises and performs general landscape and cleanup duties, including trash, debris, and manure removal;
- Maintains and cleans public restroom and drinking fountain facilities;
- Supervises and performs inspection, maintenance, and repair of fairgrounds facilities, including but not limited to, arena, race track, grandstands, stables and livestock areas, fences, gates, structures, and signs;
- Supervises and performs turf, tree, flower, and shrub planting, trimming and pruning, and removal;
- Supervises and performs routine maintenance and repairs on motorized, mechanical and groundskeeping equipment;
- Supervises and performs operation, installation, maintenance, and repair of automated irrigation systems, including lines and heads;
- Provides facility and equipment security, including opening and closing and locking and unlocking facilities;
- Schedules, supervises, and performs construction projects;
- Provides information and answers inquiries from the public;
- Sets up for and breaks down after programs, reservations, and special events;
- Supervises and performs snow and ice plowing and removal in winter;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- On-call during scheduled Fairgrounds events to respond to emergency situations;
- Attends Fair Board and other community meetings;
- Performs the duties of subordinate employees, as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques;
- Basic bookkeeping, accounting, and municipal budget operations;
- Community relations, education, and public presentation techniques and objectives;
- Skilled building trade skills, including but not limited to, carpentry, painting, electrical, welding, and plumbing;
- Basic grounds maintenance skills, including but not limited to, mowing, planting, weeding, pruning, irrigation, and fertilization;
- Botany, horticulture, tree identification, turf and/or pest control;
- Building custodial skills including, but not limited to, cleaning restrooms, floors, windows, and fixtures;
- Groundskeeping equipment maintenance and repair skills;
- Applicable regulations and policies regarding safe work practices, including application of herbicides and pesticides.

Ability to:

- Supervise, train, and evaluate employees;

- Prepare and implement an annual budget;
- Establish and maintain effective communications with the public, supervisors, other County employees, and local elected and appointed officials;
- Prepare and present reports and recommendations, including making public information and education presentations;
- Operate and maintain power equipment, including but not limited to, groundskeeping and turf equipment, riding and walk-behind mowers, trimmers, tractor, and related equipment;
- Operate hand tools;
- Operate welding and metal fabrication equipment;
- Operate a motor vehicle;
- Operate, adjust, and monitor automated sprinkler control systems;
- Operate heavy equipment including, but not limited to, backhoe, tractor, front loader, water truck and trailer, and dump truck;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research technical information and data and prepare recommendations and reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Understand and follow oral and/or written policies, procedures and instructions;
- Direct and supervise volunteer and inmate work crews;
- Maintain maintenance records, logs, and documentation;
- Work weekends, evenings, and holidays, as assigned.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and advanced technical school training is preferred; and
- Four (4) years experience in building and grounds maintenance is required and five (5) years is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho Class B CDL drivers license with tanker endorsement is required;
- Idaho pesticide applicators certification may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, discern equipment warning sounds and alarms, and communicate effectively in person;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and construction diagrams and blueprints;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of groundskeeping and heavy equipment, power and hand tools, to make adjustments to equipment, and operate a motor vehicle;
- Sufficient strength to lift objects up to 75 pounds;
- Sufficient personal mobility, agility, and flexibility to perform maintenance and repair operations and perform strenuous activities for extended periods of time in varied weather conditions in a fairgrounds maintenance environment.