



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Maintenance Technician</b>	<b><i>Created</i></b>	July 2013
<b><i>Department</i></b>	Fair & Expo	<b><i>Revised</i></b>	August 2021
<b><i>Job Class</i></b>	Fair-U 10	<b><i>Safety Sensitive</i></b>	Yes
<b><i>Labor Union</i></b>	Non-union	<b><i>FLSA</i></b>	Non-exempt

## ***Purpose***

To prepare, set up and tear down the facility and grounds for scheduled events, including the annual Clatsop County Fair, with excellent attention to detail and emphasis on safe work practices at all times. Perform daily maintenance of the facility and attend scheduled events while using exceptional public relations skills to provide excellent customer service and present a professional image at all times.

Assist with coordinating improvements and repairs to the facilities and other related duties. Practice good organizational skills when sorting, staging and storing department equipment and supplies. Works under the general supervision of the department Maintenance Supervisor and/or Fair & Expo Manager, who assign duties and inspect work for desired results.

## ***Essential Functions***

An employee in this classification may perform any of the following duties:

- Prepare facilities for use by contracted or scheduled event organizers by setting up equipment, furniture, audio-visual needs and any other agreed upon items; meet and deal with the organizers in a courteous and professional manner, ensure that the facility needs are met as directed by the Maintenance Supervisor and/or Fair & Expo Manager.
- Serve as the event staff by being available for general setup, facility, equipment, building and equipment issues during events. Assist event organizers, concessionaires, exhibitors and the public by providing appropriate customer service.
- Provide follow-up event reports to the department office staff.
- Follow oral and written instructions, establish and maintain effective working relationships with supervisor(s), employees and the general public.
- Perform basic cleaning of buildings, which includes trash disposal, sweeping and mopping floors using floor cleaning machines and equipment. Clean restrooms and restock supplies as needed before and after each event.
- Perform regular upkeep of indoor and outdoor areas to ensure they are clean and safe for efficient and adequate presentation overall. Apply paint to indoor and outdoor areas as directed or needed.
- Perform grounds maintenance tasks using manual tools and power equipment such as a tractor, mowers, edgers and trimmers, including but not limited to mowing, weeding, trimming and edging lawn areas, pruning and fertilizing trees and shrubs.
- Operate a tractor to prepare the ground in the indoor and outdoor arenas for



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- equestrian events and set up requested pens and panels for those and other events.
- Keep grounds clean and attractive at all times.
  - Regularly inspect and perform preventive and corrective maintenance to department vehicles, existing structures, facilities, equipment; plumbing systems and fixtures, water and drainage lines.
  - Maintain necessary records of requisitions and purchasing of maintenance supplies, tools and equipment.
  - Report any needed (current or potential) facility or equipment maintenance or repairs and electrical system issues to the facility Maintenance Supervisor.
  - Perform minor carpentry, plumbing and masonry construction and repairs, including but not limited to fences, benches and picnic tables.
  - Prepare the facility for the annual County Fair by working closely with other Fair & Expo staff, 4-H and Open Class representatives, volunteers and other contracted parties including but not limited to setting up animal panels and pens, vendor booth spaces and special exhibits. Ensure that the grounds are kept clean and maintained during the event.
  - Consult daily with the Maintenance Supervisor and/or Fair & Expo Manager to determine work priorities and resources. Promptly communicate supply and resource needs, as well as problems and situations that require managerial attention.
  - Follow all safety rules and procedures as established for work areas. Assist with identifying and correcting safety deficiencies. Ensure compliance to safety rules and procedures by subordinates.
  - Read, understand and interpret product label information in order to follow proper use instructions and safety alerts.
  - Attend and participate in department staff meetings and briefings, required training and seminars.
  - Must be available to work on weekends, evenings and varying work shifts. Must be available to work overtime when requested or needed. Must be able to work during inclement weather.
  - Performs other duties as assigned.

### ***Mandatory Qualifications***

Two years of experience in grounds and/or building maintenance, facility operations, or construction, or any combination of experience and training which adequately demonstrates the required knowledge, skills and abilities.

Required knowledge includes: Maintenance principles and practices, advanced use of the materials, tools and equipment used in grounds maintenance and construction; safety procedures and practices; lawn, shrub and tree care.

Must safely and effectively operate power and hand tools, lawn equipment, tractors, mowers, bobcat, forklift. Experience with and demonstrated ability to perform construction trades such as carpentry, masonry, plumbing, and painting.

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Must possess and maintain driving privileges in the State of Oregon.

## ***Desired Qualifications***

High school diploma. Successful completion of classes and/or certification(s) in electrical, plumbing, or other trade. Apprenticeship in any of electrical, plumbing, carpentry or related field.

## ***Physical Demands***

Must be able to lift up to 50 pounds and work at heights.

## ***Working Conditions***

Works outdoors in all types of weather.

## ***Supervisory Responsibility***

Assists with overseeing the work of temporary hires, volunteers, and community service workers.

*The above description covers the most significant duties performed but does not include other occasional work, the inclusion of which would be in conformity with the factor degrees assigned to this job.*