

**Jefferson County  
Position Description**

**Name:**

**Department:** Fair Park

**Position Title:** Building & Grounds Worker I

**Pay Grade:** 02B

**FLSA:** Non-exempt

**Date:** March 2020

**Reports To:** Fair Park Supervisor

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**Purpose of Position**

This purpose of this position is to maintain the Fair Park buildings and grounds, ensuring the safety of employees and visitors.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Prepares buildings and grounds for events: erecting and tearing down or moving the following items: display equipment, cages, dividers, fencing, bleachers, tables, and chairs.
- Cleans and maintains buildings and grounds, including picking up litter and garbage; sweeping/mopping and vacuuming floors; cleaning and sanitizing bathrooms, kitchens, break rooms, meeting rooms, common areas, hallways, and barns, and replenishing supplies; washing walls and windows; dusting woodwork, desks, and equipment; organizing and preparing supplies, alerting supervisor when more supplies are required.
- Operates, repairs, and maintains equipment and the grounds, including horse stalls and cattle ties.
- Performs basic electrical and plumbing repairs and carpentry work.
- Repairs and maintains fencing, stages, bleachers, and doors.
- Maintains horse arenas, including barn cleanup and manure removal during the fair.
- Operates vehicles or powered equipment, such as skid loader, truck, tractors, snow blowers and other equipment.
- Follows procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures or to self. Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Monitors building premises for safety, and to ensure occupant or visitor safety.
- Uses hand tools, such as shovels, rakes, saws, or axes.
- Removes snow and ice from parking lots, sidewalks, door entrances.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

**Additional Tasks and Responsibilities** While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent required and six months related experience and/or training in grounds maintenance experience.

**Preferred Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent required and one - two years related experience and/or training in grounds maintenance experience.

**Other Requirements – Certificates/Licensures**

Valid driver's license.

**Knowledge, Skills, Abilities**

- Ability to reliably and predictable carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Knowledge of grounds and building maintenance using hand or power tools or equipment.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Supervisor

Date

\_\_\_\_\_  
Human Resources

Date

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