

**Jefferson County
Position Description**

Name:

Department: Fair Park

Position Title: Maintenance Worker II

Pay Grade: 4 **FLSA:** Non-exempt

Date: May 2024

Reports To: Fair Park Director

Purpose of Position

This position is a part of the Fair Park operational team that is responsible to maintain the equipment, building, and grounds of the Fair Park and prepares for all events including the annual County Fair.

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.

- Performs routine and advanced maintenance of park grounds, including landscaping, mowing, trimming, and planting.
- Regularly inspects the facilities and grounds for safety hazards and performs necessary maintenance to mitigate risks.
- Monitors the premises for security breaches and ensures that all safety protocols are followed during events and regular operations.
- Operates and maintains a variety of equipment, including tractors, skid steers, and maintenance vehicles, ensuring they are in good working condition.
- Maintains operational functionality of various mechanical systems through routine checks and minor repairs, escalating issues requiring licensed intervention to qualified personnel.
- Conducts regular inspections and minor repairs on buildings and various mechanical systems, including plumbing, electrical systems, and HVAC units, adhering to safety protocols and manufacturer guidelines. Contacts licensed professional for advanced problems.
- Sets up and dismantles event infrastructure, such as stages, tables, chairs, and exhibition stalls, ensuring all elements meet event specifications.
- Maintains pathways, parking lots, and public spaces to ensure cleanliness and safety, including snow and ice removal, litter removal, waste disposal, and sanitation services during events of bathrooms and barns.
- Performs minor welding and fabrication tasks to repair and maintain equipment, ensuring compliance with all safety standards. Contacts licensed professionals for more complex or critical repairs.
- Provides on-call assistance for customer support of events.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

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.

- Assists in monitoring and maintaining inventory levels of maintenance supplies and tools. Ensures that essential materials are on hand when needed, without being directly responsible for inventory control.
- Helps in maintaining records related to maintenance schedules, equipment warranties, and repair histories.
- Provides support for special projects or major repairs, which might include assisting specialized contractors or other unit members.
- Aids in the onboarding process for new hires by providing demonstrations or guidance on routine tasks and safety protocols.
- Participates in regular safety inspections to ensure all work areas comply with health and safety regulations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Two to three years related experience and/or training; or Associate degree in applicable field and one-year related experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

- Four to five years related experience and/or training; or Associate degree in applicable field and two to three years related experience; or an equivalent combination of education and experience.

Other Requirements

- Valid driver's license.
- Available for on-call duties during emergencies and flexibility to work during evenings, weekends, and holidays as needed by event schedules.

Knowledge, Skills, Abilities

- Ability to reliably and predictably 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 effectively communicate and provide directions to volunteers and visitors. May be in group settings.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding in order to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Proficient skill in use hand tools, such as shovels, rakes, drills, hammers, saws, or axes, power tools and equipment.
- Knowledge of grounds and building maintenance.
- Knowledgeable in safety regulations and skilled in establishing a safe work environment.
- Ability to navigate ladders and crawl spaces without concern.
- Ability to follow procedures for proper use of chemicals, power equipment, and personal protective equipment (PPE).

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:

- Frequently lifts and/or moves items over 50 pounds. Occasionally, the role may require lifting heavier items with assistance or using lifting equipment.
- Requires long periods of standing and walking, sometimes on uneven surfaces or in outdoor environments.
- Climbs ladders, stairs, and works on elevated surfaces are common, necessitating good balance and comfort with heights.
- Performs tasks which may involve bending and moving in various positions to access equipment and perform repairs.
- Handles tools, performs repairs and maintenance tasks requiring good manual dexterity and fine motor skills.
- Requires the ability to see details at close range and differentiate between colors. Tasks may also involve understanding auditory signals and working in noisy environments.

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:

- Primarily outdoor and requires frequent exposure to weather conditions and elements such as dust, noise, and chemicals.
- Exposed to a loud noise level, requiring use of protective equipment.
- Required may be called out 24 hours a day or rotate being on call, including weekends and holidays.
- Required to perform duties requiring activities such as lifting, bending, and walking over uneven surfaces.
- Personal protective equipment is often required to mitigate risks associated with these exposures.

And may be:

- Exposed to potentially hazardous materials and situations that require strict adherence to safety protocols.
- Exposed to conditions such as moving mechanical parts
- Exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock.
- Personal protective equipment is often required to mitigate risks associated with these exposures.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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
