

BLAINE COUNTY

POSITION DESCRIPTION

Position: Fairgrounds Assistant

Seasonal/prior to and during the fair

Department: Blaine County Fair Board

Summary of Work: Under the supervision of the Fair Secretary. This person is responsible carrying out the jobs listed below as per instructed.

Job Characteristics/Essential Functions:

1. Maintain fairground equipment (Tractor, pickup, etc.)
2. Getting all buildings and grounds ready for the Fair or any other event.
3. Cleaning and repairing all buildings and cleaning the grounds after the Fair and any other event.
4. Painting buildings (inside and out) and fences when needed or when asked to by the Secretary/Manager.
5. Tinning the buildings (sides, ends, and roofs) and fences when needed or when asked to.
6. Obtaining supplies needed for maintenance or new construction in conjunction with the Secretary/Manager.
7. Keeping all bathrooms and other water works in good working order.
8. Getting all buildings and water works winter ready.
9. Mowing grass regularly and keeping the grounds weed free.
10. Keep arena fences and other fences, chutes, corrals in good working order.
11. Work arena with fairground equipment when needed or asked to by Secretary/Manager.
12. IN charge of placing and removing vehicles for the winter storage in the buildings after a date has been set by the Secretary/Manager.
13. Is expected to put in a day's work for a day's pay as no specific hours will be set. Is limited to a 15 minute break in the morning and afternoon. Must keep and turn in to the Human Resource's Department the time card after signed by the Secretary/Manager
14. Must recognize that the groundskeeper is an employee of the Blaine County Fair board and all major decisions will be made by the Secretary/Manager of Fair board. Must also recognize that this is a part-time or seasonal job and groundskeeper is not eligible for benefits. The groundskeeper will be governed by the Blaine County Personnel Policy.
15. Will be asked occasionally to attend Fair board meetings to give a groundskeeper report on the month's activities.

16. Will be expected to be on the grounds during the Fair and put in whatever hours it may take to help make for a successful Fair.
17. This list is not inclusive and may change from day to day.
18. Assists as needed with all stages of events at fairgrounds, from planning through execution.

Physical Demands and Working Conditions:

Frequently required to stand, sit, write, read and use hands to handle or feel objects.

Occasionally required to lift and/or move up to 25 pounds. Infrequently, the employee must lift and/or move up to 50 pounds.

Frequently works near moving or mechanical parts; with fumes or airborne particles.

Knowledge of 2 and 4 wheel drive vehicles and a tractor used for maintenance of the facilities and power hand tools as needed.