

Fair Groundskeeper Assistant - Seasonal

Blaine County has openings in the Blaine County Fair Department for a Fair Groundskeeper Assistant. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **4:00 p.m. on May 17, 2018.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Fairgrounds Groundskeeper Assistant– Seasonal

DEPARTMENT: Blaine County Fair Board

ACCOUNTABLE TO: Blaine County Fair Secretary

SUMMARY OF WORK: Under the supervision of the Fair Secretary, Assistant Groundskeeper is responsible for carrying out tasks, working as part of a team with the Groundskeeper, Groundskeeping staff and the public prior and during the Fair.

JOB CHARACTERISTICS:

- Maintain fairground equipment (tractor, pickup, etc.)
- Getting all buildings and grounds ready for the Fair or any other event.
- Cleaning and repairing all buildings and cleaning the grounds after the Fair and any other event.
- Painting buildings (inside and out) and fences, when needed, or when asked to by the Secretary/Manager.
- Tinning the buildings (sides, ends, and roofs) and fences when needed or when asked to.
- Obtaining supplies needed for maintenance or new construction in conjunction with the Secretary/Manager.
- Keeping all bathrooms and other water works in good working order.
- Getting all building and water works winter ready.
- Mowing grass regularly and keeping the grounds weed free.
- Keep arena fences and other fences, chutes and corrals in good working order.
- Work arena with fairground equipment when needed or asked to by Secretary/Manager.
- Will be expected to be on the grounds during the Fair and put in as many hours it may take to help make for a successful Fair.

- Assist as needed with all stages of events at fairgrounds, from planning through execution.
- Expected to put in a day's work, as no specific hours will be set. Is limited to a 15 minute break in the morning and in the afternoon. Must keep accurate time cards to be turned into Human Resources after being signed by Secretary/Manager.
- Must recognize that this position is an employee of the Blaine County Fair Board and all major decisions will be made by the Secretary/Manager of the Fair Board. Must also recognize that this is a part-time/seasonal job and groundskeeper is not eligible for benefits. The groundskeeper will be governed by the Blaine County Policy Manual.
- Must be able to operate some equipment such as lawn mowers, tractors, light trucks, etc. CDL not required.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Advise Fair Secretary of any issues or complaints encountered.
- ***This list is not inclusive and may change from day to day.

PHYSICAL REQUIRMENTS:

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and lifting/carrying up to 25 lbs. multiple times per shift, and occasionally must lift and/or move up to 50 lbs.

WORKING CONDITIONS:

Spends time indoors and outdoors, with possibility of exposure to hot or cold temperatures for one (1) hour plus. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

**Fair Groundskeeper Assistant - Seasonal
Position Fact Sheet**

Work Week: Monday – Friday, 8:00 – 5:00. Modification of work week may occur depending on weather conditions and is at the discretion of the supervisor

Salary: \$11.81 per hour for new employees

Vacation Leave: Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)

Sick Leave: Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)

Probationary Period: 6 months

***Health Insurance, Dental & Vision Insurance and Retirement are not available for Seasonal Employees.