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Custer County, Montana
1010 Main Street
Miles City, MT. 59301

Position Description Fairgrounds Maintenance

October 2024

Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer changes

Job Title: Grounds/Facilities Maintenance	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Department: Fairgrounds	Reports to: Fairgrounds Manager/Fair Board/Commissioners
Grade: 10 \$19.60 per hr. D.O. E	

Work Unit Overview: The Fairgrounds Department preserves, enhances, and develops the Fairgrounds for present and future generations through comprehensive planning, capital acquisition, facility development and event production. The County Fairgrounds hosts fairs, rodeos, tradeshow, livestock shows and sales, equestrian events, concerts and other events and activities that members of the public are invited to attend.

Job Summary: Performs a variety of ground and building maintenance for the Fairgrounds.

This position performs physical labor and technical duties in the operation of the Fairgrounds. This position requires the ability to operate various types of machines and heavy equipment, and the ability to perform strenuous physical labor. This position also requires working outside normal hours, such as on weekends, holidays and during the fair and Bucking Horse Sale. Position requires the ability to work during adverse weather conditions. Position often works independently.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

Constant contact with the public to provide information, direction and- collection of rent. Coordination of duties with other employees and officials.

As–**Maintenance**, position requires ability to communicate effectively orally; operate equipment and vehicles; use hands and fingers to handle and feel objects, hand and power tools or controls; stand; walk; climb up to 20 feet; sit; lift; reach with hands; balance; stoop; bend; kneel; crouch or crawl; dig and haul materials; and occasionally lift up to 90 pounds. Required visual ability includes close-up and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position involves strenuous physical labor, working during adverse weather conditions and hauling materials.

Provides for general maintenance and repair of all grounds and buildings on the Fairgrounds; performs roofing, basic electrical work, wood work, basic plumbing, carpentry, welding, cement work, and fabricating. Maintains lawns and trees; grades roads; operates machines and farm equipment including tractors, loaders, mowers, grass trimmers, plows, and trucks; and builds and repairs fences. Performs winterizing duties; sets up equipment for activities; services equipment when possible; collects rent and overnight fees; processes and prepares yearly inventory report; and performs other related duties as required.

Knowledge, Skills, and Abilities:

This position requires a knowledge of building construction, welding, plumbing, carpentry, electricity, concrete, woodwork, metal fabrication, and the use of machinery.

This position requires skills in the use of construction and maintenance equipment. Skills in welding, concrete finish work, wood construction, and electrical layouts.

This position requires the ability: to perform strenuous physical labor; to supervise temporary employees; to work non-regular hours; to work outside in adverse weather or extreme temperatures; to follow procedures for safety in construction and use of equipment; to communicate effectively orally; to follow verbal and written instructions; and to establish effective working relationships with fellow employees, supervisors, and the public.

Education and Experience:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.
- Courses from a trade school, or gained from 2 to 5 years work experience in a similar job.
- Experience with construction, machines and equipment is preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Follows safety procedures in the use of equipment.

- Maintains the Fairground buildings in a safe and workable order.
- Demonstrates necessary physical strength and stamina to perform duties of position.
- Able to work non-regular hours as needed.
- Able to work in adverse weather conditions.
- Able to operate and maintain machinery.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

Benefits;

- Health insurance
- PERS Retirement
- Sick leave
- Paid Vacation
- Paid Holidays