



Custer County, Montana

1010 Main Street
Miles City, MT 59301

Position Description Fairgrounds Maintenance/Custodian

October 2025

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

This position description 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 needs of the employer change.

Job Title: Maintenance/Custodian

Department: Fairgrounds

Grade: 10 step; Entry, \$20.60 /hour

FLSA Status: ☒ Non-Exempt

☐ Exempt

Reports to: Fairgrounds Supervisor

Job Summary: Under the daily guidance of the Fairgrounds Supervisor, the Maintenance/Custodian position is responsible for performing the routine work involved in maintaining the fairgrounds and facilities. Maintenance/Custodian performs both indoor and outdoor activities. Outdoor environmental conditions will include but are not limited to heat, humidity, rain, etc. Maintenance/Custodian will be exposed to pesticides, exhaust fumes, chemicals, dust, dirt, insect bites, and loud noises. The Maintenance/Custodian is required to wear long sleeve shirts, pants and work boots at all times while working.

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

- Under the general direct supervision and training of the Fairgrounds Supervisor, perform basic maintenance activities as follows:
 - Litter pickup, garbage pickup, and recycling activities
 - Cleaning and maintenance of restrooms in all fairground's facilities
 - Fairgrounds maintenance (i.e. clean up and debris removal)
 - Fairgrounds maintenance at assigned areas (i.e. grass cutting, weed whacking)
 - Maintenance of designated areas
- Demonstrate and support fairground's customer service standards.
- Follow county safety, personnel, and administrative policies, procedures, and ordinances.
- Ability to do minor preventive maintenance measures on all facilities and equipment, operate all types of machinery including heavy equipment (when properly trained).

Knowledge, Skills, and Abilities:

- The ability to attend mandatory training.
- Must have valid Montana Driver's License.
- Must be 18 years or older to operate county vehicles with valid Driver's License.
- Ability to work within a team structure.
- Ability to maintain self-control and composure in difficult situations.
- Endure physical components of frequent sitting, walking, reaching and able to be on your feet for extend periods of time. Able to lift 50 lbs. (assistance is required when lifting more than 50 lbs.), occasional climbing, balancing, stooping, kneeling, and crouching.
- Employees may perform duties which include, but are not limited to prolonged lifting, stooping, bending, twisting, and climbing for extended periods of time.

Education and Experience:

- High School Diploma or G.E.D. equivalent, or ability to obtain.
- Understanding of indoor and outdoor maintenance.
- Driver License's abstract record in good standing.

Hours:

The Maintenance/Custodian is a full-time position with flexible hours; 40 hours per week with opportunity for overtime and or compensatory (comp) time. Must be available for evening and weekend shifts, as required.

Benefits:

- Health Insurance
- PERS Retirement
- Paid Sick Leave
- Paid Vacation
- Paid Holidays