



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Fairgrounds Maintenance Worker I, II  
Department: Fairgrounds  
FLSA Status: Non-Exempt  
WC Code: 9015  
Effective Date: January 1, 2012  
Last Revised: September 9, 2019  
Pay Grade: A9, A11  
Union: AFSCME

#### SUMMARY

Performs a variety of manual and semi-skilled tasks required in the cleaning and maintaining of fairground property, buildings and grounds; does related work as required. An employee in this class is responsible for maintaining the fairgrounds for the use of the general public. Work is performed under the supervision of the Fairgrounds Manager. An employee in this class may be asked to work varied shifts depending on task assignments and scheduling needs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

#### Fair Maintenance Worker I:

1. Performs basic maintenance to include assisting in minor building repairs, light welding, and painting.
2. Performs custodial duties for fairground buildings, including sweeping and mopping floors, and cleaning common areas, kitchens and restrooms.
3. Assists in maintaining and preparing arenas for horse shows, races and other events, including tractor work
4. Cleans livestock pens; may assist in building or set up of animal pens, portable stalls and grandstands in preparation for the annual County fair.
5. Performs grounds maintenance to include mowing lawns, weeding, pruning trees and shrubs, and planting and maintaining flower beds.
6. Performs set-up, take-down and custodial duties for events; ensures grounds are unlocked/locked as necessary.
7. Attends monthly OSHA safety trainings and/or meetings and adheres to safety policies including donning official Fair uniform and PPE.
8. Drive forklift for loading and unloading items, moving heavy loads to various locations.
9. May assist in the collection of rental and usage fees.

#### 10. Other duties as assigned

#### Fair Maintenance Worker II:

1. All duties of Fair Maintenance Worker I
2. May assist in the oversight of Community Corrections work crews, temporary employees, and volunteers.
3. May assist in the coordination of maintenance contractors and maintenance schedules under the direction of the Director. Initiate work orders for repairs.
4. Minor building repair including light construction and basic plumbing.
5. Take a lead role in Fair preparation and operations of grounds for annual Fair.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties. – Maintenance Worker II acts as a lead worker on assigned projects.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Some knowledge of facility and grounds maintenance, custodial/housekeeping, and safety practices and precautions is necessary. Must possess basic computer skills; the ability to interpret and comply with written and oral instructions; work independently and manage time efficiently; communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the general public; deal tactfully and courteously with the general public. For Maintenance Worker II, basic understanding of electrical, construction, and mechanical preferred.

#### EDUCATION AND EXPERIENCE

One (1) to two (2) years of experience in building and grounds care; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Problems encountered generally revolve around ensuring events and arena are set up properly and equipment is working correctly. The most common consequence of error would include exposure to lawsuit if an error resulted in injury to the public.

#### JOB CONTACTS

Contacts are with the general public on a daily basis and with the County Public Works and Parks Department in exchanging equipment and machinery.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### REASONING ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### OTHER SKILLS AND ABILITIES

The operation of dump truck, tractor, fork lift, saws, drills, welders, lawn mowers and other hand and power tools used in the area of responsibility.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. May be required to complete the following within six months of hire: CPR, AED, First Aid certification; Emergency Response Team Member Certification (In House Plan); Equipment certification (Forklift, Tractor, and other non-CDL required equipment).

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Work is performed both in fairground buildings and on related grounds. Work involves heavy lifting, digging, bending and working in adverse weather conditions. The position is impacted by urgent time deadlines to prepare the fairgrounds for major events and uncontrollable interruptions and distractions to meet the public's needs.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 75lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Working w/tools			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>