

BERRIEN COUNTY YOUTH FAIR

JOB DESCRIPTION – GROUNDS MAINTENANCE LEAD

JOB TITLE: Grounds Maintenance Lead (exempt position)

DEPARTMENT: Grounds

REPORTS TO: Fair Manager

ESSENTIAL JOB FUNCTIONS AND DUTIES:

- Supervises seasonal grounds staff and community service workers
 - Assigning tasks to staff relative to their skills – time management
 - Follow up with tasks assigned to assure timely completion
 - Provide coaching and feedback to maintenance staff
 - Development/updating of year round calendar of tasks to be completed
- Secure buildings and grounds at end of each day
- Coordinate with Fair Manager and event rental coordinators to provide services
 - Review rental requirements sheets from Fair Manager to determine necessary set-up for event – assign staff for timely event set-up
 - Manage staffing at all events
 - Monitor sound systems during events
 - Assign staff for timely event tear down and clean up, as well as providing maintenance and repair services as necessary during the events
- Maintain and repair equipment as necessary
 - Procure materials as needed and turn in bills to office for payment
- Maintain physical facilities, plumbing, and grounds
 - Procure materials as needed and turn in bills to office for payment
- Performs a variety of general laborer tasks such as shoveling and plowing snow, removing trash, emptying manure boxes and wagons, repairing of roads, dragging rings, mowing and trimming grass
- Prepare monthly maintenance report for the Fair Manager for presentation at board meeting
- Develop an equipment usage training program to certify staff are using equipment safely and efficiently
- Maintain records of maintenance, work schedules, map layouts of plumbing, electrical and drainage systems and other records, as required by Fair management or federal or state regulations
- Participate and provide input on BCYF buildings and grounds committee
- Participate on other appropriate committees
- Attend monthly board of directors meetings and annual meeting
- All other tasks as assigned

HOURS OF WORK: Monday – Friday 8:00 a.m. – 4:30 p.m., with ½ hour unpaid lunch. Additional hours as necessary to support events including evenings and weekends from April to October.

REQUIREMENTS: 2 years supervisory experience

OTHER SKILLS/ABILITIES:

- Ability to work well with grounds staff, office staff, event coordinators and volunteers
- Build sustainable relationships of trust through open and interactive communication
- Ability to handle complaints, provide appropriate solutions and alternatives within the time limits and follow-up to ensure resolution
- Ability to operate all types of power tools, heavy and light equipment
- Ability to repair and maintain equipment, buildings and facilities
- Ability to work in an environment which requires physical strength and stamina to endure extreme heat, cold and other conditions such as dusty and muddy
- Other physical requirements will include the ability to stand for long periods of time, walking long and short distances, lifting and carrying objects up to 50#
- Plumbing & welding experience preferred