

BERRIEN COUNTY YOUTH FAIR

JOB DESCRIPTION – ASSISTANT FACILITIES & GROUNDS MAINTNENANCE MANAGER

JOB TITLE: Assistant Facilities & Grounds Maintenance Manager

DEPARTMENT: Grounds

REPORTS TO: Facilities & Grounds Maintenance Manager

ESSENTIAL JOB FUNCTIONS AND DUTIES:

- Supervises grounds staff and community service workers as directed by the Facilities & Grounds Maintenance Manager or in Facilities & Grounds Maintenance Manager's absence
 - Assigning tasks to staff relative to their skills – time management
 - Follow up with tasks assigned to assure timely completion
 - Development/updating of year-round calendar of tasks to be completed
 - Provide feedback to Grounds Manager on performance of duties by maintenance staff
- Secure buildings and grounds at end of each day
- Coordinate with the Facilities & Grounds Maintenance Manager & 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
 - 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
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- 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.
- Provide input to Facilities & Grounds Maintenance Manager so monthly maintenance report can be given to the Fair Manager for presentation at board meeting
- Assist Facilities & Grounds Maintenance Manager in developing an equipment usage training program to certify staff are using equipment safely and efficiently
- Assist Facilities & Grounds Maintenance Manager in maintaining 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 on appropriate fair committees and attend meetings as necessary
- All other necessary tasks related to the grounds

HOURS OF WORK: 8 hour work day with ½ hour for lunch. Additional hours as necessary to support events including weekends from April to October.

REQUIREMENTS: Supervisory experience preferred

OTHER SKILLS/ABILITIES:

- Ability to work well with grounds staff, office staff, event coordinators and volunteers
- Ability to operate all types of power tools, heavy and light equipment
- Ability to repair and maintain equipment, buildings and facilities
- Plumbing & welding experience preferred.

BENEFITS OFFERED:

- Health insurance
- Simple IRA with BCYF match
- Paid vacation, sick, personal time and holidays

COMPENSATION: \$18 to \$20 per hour