



JOB DESCRIPTION

<u>Position Title:</u>	Ground Maintenance Skilled Worker
<u>Affected Department:</u>	Expo Center grounds (72-acres), RV Park, Field House, parking lots
<u>Union/Non-Union:</u>	Non-Union
<u>Pay Scale & Benefits:</u>	<i>Full time starting salary \$45,000 plus benefit Package available and Retirement investment options.</i>

Summary:

Enumclaw Expo Center and King County Fair is managed by a non-profit organization – Enumclaw Expo Center and Event Association. When the Fair is not in full swing, there are a variety of non-fair events that take place throughout the year. The Ground Maintenance Skilled Worker position is responsible for the overseeing of the Expo Center maintenance, event set up and tear down for fair and non-fair events. The facilities include the Expo Center, Field House, RV Park, Parking Lots, Rodeo Arenas, and Barns. This is a permanent position that reports to the Maintenance and Operations Coordinator or designee. Work hours mainly Monday- Friday outside of Fair and large summer events. Work days and hours adjust as workload demands vary.

Specific Responsibilities:

- Conducting routine inspection of premises
- Conducting routine inspection of equipment
- Performing preventative maintenance
- Basic repairs and maintenance to grounds, buildings equipment etc.
- Assist with maintaining grounds and landscape
- Repairing machines, equipment, or structures as necessary
- Manage event load in, setup and tear down
- Demonstrate strong leadership alongside seasonal staff
- Strong ability to problem solve maintenance related issues
- Occasional on-call for emergencies as required by Management

ADMINISTRATIVE RESPONSIBILITIES

- Coordinate with Maintenance & Operations Coordinator along with Event Managers to confirm client needs are met in prep, during and post events
- Excellent interpersonal skills for establishing and maintaining effective working relationships with co-workers and clients who rent the property
- Research equipment issues
- Must demonstrate high level of integrity, take pride in their work performance and have the ability to work with others
- Problem analysis and decision making, adaptability/flexibility, and stress tolerance.
- Excellent written and verbal communications skills
- Ability to check blueprints, repair manuals, or parts catalogs as necessary

- Strong organizations and follow up skills
- Professional presentation and attitude
- Strong time management skills
- Provide leadership to seasonal help as directed

Qualifications

- Must be at least 21 years of age with a valid driver's license
- Ability to organize and prioritize multiple tasks
- Ability to work without supervision
- Ability to communicate effectively both orally and in writing
- Ability to speak, read and write in English
- Ability to navigate intense clients and situations

Required Physical Traits

- Manual dexterity and visual acuity to operate equipment and utilize tools.
- Frequent or continual movement from place to place with normal physical mobility. Managing assigned tasks throughout various indoor and outdoor location with and in potentially inclement and severe weather conditions.
- Ability to speak and hear to exchange information and provide work direction
- Ability to sit or stand for extended periods of time
- Ability to lift and carry weights of up to 50 lbs as required
- Extended hours, nights and weekends may be required during peak periods.
- Ability to kneel, crouch and bend at the waist to conduct tests, inspections, and maintenance
- This position is subject to drug testing at any time.

Schedule

- Full Time. Extended schedules during events will require more than 40 hours/week.
- Black out dates - position must be available for weekend prior, entire "week of" and weekend of King County Fair.
- Summer is our busiest season; there are vacation weeks available in the summer around set up of the Fair, Scottish Highland Games and the OKC Dog Show.

Benefits

- Paid Vacation Day as identified in the Employee Handbook
- Medical, Dental and Vision Insurance available
- Retirement investment plan available
- Required six month probation period