



JOB DESCRIPTION

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| <u>Position Title:</u> | Ground Maintenance Positions |
| <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:</u> | <i>Depends on experience. No benefits available for this position at this time. Retirement investment options available</i> |

Summary:

This is a permanent position that reports to the Maintenance and Operations Coordinator or designee. Position part-time hourly. Work hours adjust up 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.
- Maintaining grounds and landscape
- Repairing machines, equipment, or structures as necessary
- Conduct routine inspection and repair of equipment
- Assist with event load in, setup and tear down

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
- 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
- Ability to
- This position is subject to drug testing at any time.

Schedule

- Position and hours are flexible. Minimum 24 hours/week. Hours will increase based on event needs. 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; we do have limited time off upon approval