



Maintenance Technician

GENERAL STATEMENT OF DUTIES

Performs a variety of tasks relating to the general upkeep of the shop, grounds, and equipment at the Kootenai County Fairgrounds. Assists facility staff with the setup and tear down of the annual Fair, interim events and other duties as assigned.

DISTINGUISHING FEATURES

- Full time hourly position.
- May be required to work long or extended hours at certain times, primarily during Fair and large events.
- Works under the supervision of the Facilities Operations Manager.
- Required to occasionally utilize and oversee temporary volunteer workers to complete tasks.

EXAMPLES OF DUTIES

The following are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Management reserves the right to modify or change the duties or essential functions of the job at any time.

Grounds

- Building maintenance and repairs including carpentry, painting as well as minor plumbing and electrical work
- Operate a variety of equipment including forklifts, tractors, mowers, fleet vehicles and water trucks
- General grounds upkeep, including watering, mowing, weed eating, raking and fence repair
- Special capital improvement projects as assigned

Event Support

- Set up and tear down for the North Idaho State Fair
- Support during the fair including, but not limited to, trash removal, meeting vendors' needs and set up and tear down of individual events during the fair
- Set up and tear down of events held at the fairgrounds throughout the year including transporting and setting up tables, linens, chairs and pipe and drape curtains, as well as cleaning floors between events.

Fleet Maintenance

- Perform routine maintenance on fairgrounds vehicles
- Maintain mowers, golf carts and other small vehicles including sharpening mower blades and tire repair
- Regular lubing of fairgrounds equipment and implements

Janitorial

- Occasional support of janitorial staff including sweeping, mopping, trash removal and restroom cleaning

KNOWLEDGE & EXPERIENCE

- Excellent communication skills and ability to maintain effective working relationships.
- General knowledge of how to safely operate and maintain shop equipment.
- Occasionally assist in the cleaning and sanitation of restrooms.
- Maintain light fixtures, replacing bulbs and ballasts as needed.
- Respond to maintenance or related requests from event organizers and/or participants.
- Move heavy furniture, equipment, or supplies, either manually or by using a hand truck.
- Notifies management concerning the need for major repairs or additions to buildings operating systems.



- Background in irrigation, plumbing, landscaping, and lawn care.
- Experience with parking and managing events preferred.
- Ability to handle multiple tasks and day-to-day operations calmly, efficiently and in a positive, cooperative manner.
- High school diploma or GED equivalent.

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must possess a valid driver's license.
- This position requires an acceptable background and motor vehicle check. Must also pass a pre-employment physical and drug screen.

WORK ENVIRONMENT

- May work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock, and other animals.
- Daily contact with the general public, often involving challenging situations and environments. Must be able to perform in a calm demeanor in these situations at all times.
- Work is usually performed at the Kootenai County Fairgrounds. Frequent exposure to weather elements and conditions, including but not limited to rain, snow, hot and cold weather, dust, and wind. Must prepare accordingly and take special precautions to be able to complete job assignments and meet deadlines.

PHYSICAL DEMANDS

The following are some of the physical demands commonly associated with this position.

- Must be able to move 100% of the time throughout the facility by walking or other means.
- Occasionally lifts, carries, pulls, or pushes up to 50 pounds.
- Occasionally runs, stoops, kneels, balances, reaches, crawls and crouches while performing work duties.
- Verbal and auditory capacity enabling interpersonal communication.
- Constant use of eye, hand, and finger coordination enabling the use of machinery, equipment, and tools.

COMPENSATION

- Competitive benefits package including PERSI, health insurance, dental, vision, holidays, sick and vacation leave.
- Compensation depends on experience.

HOW TO APPLY

Application, cover letter, resumes and letters of interest should be submitted to the following address:

North Idaho State Fair

Attn: Greg Bennett, Facility Operations Manager

4056 N Government Way

Coeur d'Alene, ID 83815



APPLICANT INFORMATION

Job Title Applying For		Date
Name		
Last	First	MI
Residence Address	Mailing Address (If different)	City, State, Zip
Home Telephone	Work/Cell Telephone	E-Mail Address
Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? <input type="checkbox"/> YES <input type="checkbox"/> NO
As an adult, have you been convicted of an offense other than a minor traffic violation? (A "Yes" answer does not automatically disqualify you. Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do You Have A Current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> No		

EDUCATION/TRAINING

Do you have the equivalent of a 12 th grade education? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name & location of post high school Education	Course of study	Graduated?	Degree (Major / Minor)
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

EMPLOYMENT HISTORY

Employer	Employment Dates (Mon/Year) From To
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

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EMPLOYMENT HISTORY (continued)

Employer	Employment Dates (Mon/Year) From To
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

SPECIALIZED SKILLS

Briefly discuss your experiences with the following areas

MAINTENANCE SKILLS

EQUIPMENT OPERATION & REPAIR SKILLS

ORGANIZATIONAL & EVENT MANAGEMENT SKILLS

LANDSCAPING AND GROUNDS MAINTENANCE SKILLS

PROBLEM SOLVING SKILLS

Salary Expectations

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NORTH IDAHO STATE FAIR
ADDRESS: 4056 N. Government Way ~ Coeur d'Alene, Idaho
PHONE 208/765-4969
WEB PAGE www.NISFair.Fun ~ **EMAIL** fair@northidahostatefair.com



PROFESSIONAL REFERENCES

NAME	ADDRESS	TELEPHONE #	OCCUPATION/TITLE

By signing below, I authorize the North Idaho Fair Board to investigate my references; to communicate with my employers; to make an independent investigation of my character, conduct and employee history and to keep and preserve records of such investigations as it sees fit.

I affirm that I release from liability any employer, person or employee supplying honest and accurate reference information regarding me and my previous employment.

I also release the North Idaho Fair Board from all liability which may result from investigation information in the application materials.

I affirm that all information on this application is true to the best of my knowledge.

I understand that falsification or misrepresentation of information on this application or other documents in connection with my employment with the North Idaho Fair Board may result in disqualification from employment consideration and/or termination of employment regardless of when it is discovered.

If employed, I agree to read and comply with the North Idaho Fair Board's policies and procedures.

SIGNATURE _____ DATE _____

Applications will be accepted until the position(s) are filled.

For more information email or phone the Fair Office at 208-765-4969 or email alexcia@northidahostatefair.com

Thank you for your response.

When you have completed this form, please send it to: North Idaho State Fair
 4056 N Government Way
 Coeur d'Alene, Idaho 83815