



Seasonal Grounds and Events Assistant

GENERAL STATEMENT OF DUTIES

The Seasonal Grounds and Events Assistant supports event setup and breakdown, assists with routine maintenance and groundskeeping, and provides hands-on support to ensure a clean and organized environment for events and daily operations. This role plays a key part in maintaining the fairgrounds and ensuring successful event execution.

DISTINGUISHING FEATURES

- Seasonal Full-time or Part-time, hourly position.
- Reports directly to the Facility Operations Manager.
- May be required to work extended hours during events and the North Idaho State Fair.

EXAMPLES OF DUTIES

The following are illustrative of the essential functions of the job. Management reserves the right to modify or change duties or essential functions as needed.

Grounds & Fleet Maintenance (50%)

- Perform building repairs, including carpentry, painting, and minor plumbing and electrical work.
- Operate equipment such as forklifts, tractors, mowers, fleet vehicles, and water trucks.
- Conduct general grounds upkeep, including mowing, watering, weed eating, raking, and fence repair.
- Remove snow from roads and entryways in winter, ensuring walkways and sidewalks are clear of snow and ice.
- Participate in special capital improvement projects as assigned.
- Perform routine maintenance on fairgrounds vehicles, including mowers and golf carts.
- Sharpen mower blades, repair tires, and regularly lubricate equipment and implements.

Event Support (40%)

- Assist with setting up and teardown for the North Idaho State Fair and other events.
- Provide event support, including trash removal, vendor assistance, and meeting event-specific needs.
- Transport and set up event equipment, such as tables, chairs, linens, and pipe-and-drape curtains.
- Clean and maintain event spaces and restrooms before, during, and after use.
- Groom and water arenas as required.

Other Duties (10%)

- Assist with additional tasks as directed by the Facility Operations Manager.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- **Grounds Maintenance Expertise:** Knowledge of landscaping, basic building repairs, and equipment maintenance.
- **Event Support:** Experience in event setup, teardown, and operational logistics.
- **Equipment Proficiency:** Ability to operate and maintain a variety of tools and equipment.
- **Organizational Skills:** Ability to manage multiple tasks and prioritize work effectively.
- **Communication Skills:** Strong interpersonal skills to collaborate with event staff, vendors, and team members.

EDUCATION AND EXPERIENCE

- High school diploma or GED required; technical training in maintenance or a related field is preferred.
- Experience in groundskeeping, maintenance, or event support is preferred.

WORK ENVIRONMENT

- Primarily outdoor work, with exposure to varying weather conditions and dynamic event settings.
- Frequent interaction with event staff, vendors, and fairground visitors.

PHYSICAL DEMANDS

- Ability to lift or move items up to 50 pounds.
- Frequent walking, standing, bending, and kneeling during maintenance and event tasks.

COMPENSATION

- Hourly wage commensurate with experience.