



Washington State Fair

Job Title: Facilities/Grounds Worker

Reports To: Facilities Manager

FLSA Status: Non-Exempt

Department: Operations/Facility Rental

Revision Date: January 2011

Summary: Performs a variety of custodial and routine maintenance duties at The State Fair and year round Event Center. Leads and/or assists in various setup, dismantle and conversion of buildings and grounds. Performs a variety of general maintenance as directed by the Facility Manager.

Essential Duties and Responsibilities includes the following,

Performs a variety of routine maintenance and custodial duties at The State Fair and year round Event Center to include cleaning floors, offices, parking lots, rooms, and equipment as well as removing trash and debris.

Lead and/or perform various setup and tear-down activities including moving tables, chairs, staging, floor coverings, fencing, pipe and drape and other supplies as needed.

This position may provide work direction and guidance to other part time or seasonal staff.

Operates special equipment associated with maintenance, setup and teardown such as floor scrubbers, sweepers, forklifts, trucks, electric carts, small hand tools and cleaning equipment.

Perform general custodial and maintenance work to buildings and equipment.

Perform minor repair to equipment (tables, chairs, staging, etc.) as needed or requested.

Perform general maintenance on forklifts, sweepers and scrubbers.

This position may involve working with and coordinating with part-time employees, security and patrons.

Respond to and correct safety hazards on the grounds.

Perform inventory of fair equipment and disbursement.

Provide basic electrical drops to facility tenants. Assist electricians as needed with minor electrical service.

Assist other departments as needed.

Other duties may be assigned.

Competency:

Must possess the ability to establish and keep effective working relationships with others. Must have excellent oral communication skills with the ability to multi-task and work independently. Must have the ability to pre-plan jobs and foresee problems before they happen, with good attention to detail.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma, or equivalent, with up to one year of specialized training, and 1-3 years related experience; or equivalent combination of education and experience. Must have complete knowledge of the operation of all tools and equipment, including excellent forklift skills.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

No Computer skills needed.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

Directly supervise 20-40 temporary contracted staff. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems, as directed.

Material/Equipment Used:

Floor scrubbers/sweepers, forklift, front end loader, bucket truck, boom lift, backhoe, water truck, dump truck, tractor, scissor lift, blower, steam cleaner, pressure washer.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts and work in high, precarious places. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and vibration.

The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 75 pounds. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit.

During peak activity times, extra daily hours and periods with no days off may be required.