

# Fallon County Job Description

*Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.*

<b>Job Title: Fairgrounds Crew Hand</b>	<b>Department: Fairgrounds</b>
<b>Reports to: Fairgrounds Manager</b>	<b>Job Status: Seasonal, Non-exempt</b>
<b>Location: Baker, Montana</b>	<b>Probationary Period: Six (6) months</b>

## **Job Overview**

This position performs a variety of maintenance tasks at the Fairgrounds including but not limited to lawn care, trimming trees, painting, cleaning, and repair of standing structures to prepare for the Fallon County Fair. After the Fair, will break down various temporary structures, clean grounds, clean equipment and prepare items for storage. Performs extensive outside manual labor in a variety of weather conditions. This requires working before, during and after the Fair. This position will receive direction and daily work assignments from the Lead Fairgrounds Crew Hand. Will also receive direction from and respond to requests from the Fair Board.

*This position will use County owned vehicles and/or equipment and is subject to a motor vehicle driving history review.*

## **Essential Functions**

**Grounds and Building Maintenance Prior to Fair** – Performs extensive grounds maintenance tasks including mowing and watering lawns, weed eating, and trimming trees in and around the Fairgrounds utilizing variety of equipment including but not limited to power mowers, push mowers, and weed eaters. Prepares buildings and standing structures for the Fair by cleaning, setting up, repairing and painting. Requires extensive walking, lifting, bending and use of power tools.

**Grounds and Building Maintenance During Fair** – Cleans and performs general upkeep on buildings, as well as cleaning restrooms, taking care of garbage cans, assisting vendors and entertainment with but not limited to loading, unloading, and set up. Preps grandstands for shows including removing garbage, cleaning bathrooms and merchandise set-up.

**Grounds and Building Maintenance After Fair** - Performs extensive grounds maintenance tasks including mowing lawns, weed eating, and trimming trees in and around the Fairgrounds utilizing variety of equipment including but not limited to power mowers, push mowers, and weed eaters. Takes down structures, cleans buildings and equipment, repairs structures and prepares items and equipment for storage and winterization.

## **Competencies**

***Adaptability, Attention to Detail, Customer Service, Dependability, Flexibility, Initiative, Mechanical, Oral & Written Expression, Professionalism:***

This position requires knowledge of routine manual labor including use of shovels, lawn mowers, weed eaters, and other tools as provided to complete a sundry of maintenance and cleaning tasks at the Fairgrounds. Knowledge of basic tools including purpose, repair and maintenance. Will work

independently and in teams. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Effectively interact with variety of personalities and demands of the public, resolving questions or concerns with courtesy and respect. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand. Willingness to work beyond routine and scheduled hours.

**Safety**

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Fairgrounds Manager. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This position performs work in and around the Fairgrounds in a variety of weather conditions including but not limited to heat, sun, wind and rain. Exposed to a variety of grasses, weeds, trees, shrubs, flowers and other sources of pollen.

**Required Education and Experience**

Must be a minimum of sixteen (16) years of age to operate power tools.

**Preferred Education and Experience**

Previous experience with grounds and/or general maintenance is preferred.

**Additional Eligibility Qualifications**

Must possess a valid Driver License.

**Salary Schedule**

The starting wage for this position is \$10.50 per hour. Experienced and returning seasonal fair crew hands will be paid on the following schedule:

- 2nd Year: \$11.00 per hour
- 3rd Year: \$11.50 per hour
- 4th Year: \$12.00 per hour
- 5th Year: \$12.50 per hour
- 6th Year: \$13.00 per hour
- 7th Year: \$13.50 per hour
- 8th Year: \$14.00 per hour

**Position Type/Hours of Work:**

This seasonal position typically works forty (40) hours per week the end of May through the end of August, with flexibility for this time period. Schedule is dependent upon work load and demand. The week of the Fair hours will generally exceed forty (40) and will be compensated at time and half for overtime.

**Physical and Environmental Demands**

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is frequently required to stand, walk on uneven surfaces, sit, bend, and reach with hands and arms. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to fifty (50) pounds. Specific vision abilities include close and distant vision. Will work inside and outside in a variety of weather conditions.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.*