

*Washington*  
**STATE FAIR**<sup>®</sup>

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**Job Title:** Facility Rental/Grounds Worker  
**Reports To:** Facility Booking & Events Services Manager  
**FLSA Status:** Non-Exempt  
**Grade:**  
**Department:** Operations/Facility Rental  
**Revision Date:** October 2019

**Summary:** Primarily responsible for performing, leading and assisting in a variety of maintenance, setup, tear down, conversion and operations duties at a Fair and a year-round event center. This position does involve overseeing and supervising other full time, part time/seasonal employees. This position also involves working with and communication with facility tenants and superintendents on a year round bases to help insure that their needs are met.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Perform a variety of routine custodial, setup, tear down, conversion and maintenance duties at a year round Event Center

Lead, supervise and/or assist in various set-up, tear-down and conversion activities including moving tables, chairs, staging, bleachers, fencing, etc.

Perform minor repairs and maintenance to facilities and equipment and works with and coordinates with other departments on maintenance and repairs.

Provide work direction and guidance to full time, temporary and part time workers

Operates a variety of special equipment and vehicles associated with maintenance and conversion of facilities. Operates a variety of tools, equipment and machinery such as forklifts, trucks, electric carts, hand tools and cleaning equipment.

Setups and distributes electrical cords/panels as needed.

Prepare facilities and grounds for a variety of events, according to specified instructions or floor plans.

Perform general custodial and maintenance work in all buildings, including sweeping, scrubbing floors, and emptying garbage cans.

Repair and perform general maintenance on all rental equipment (tables, chairs, staging, etc.).

Perform general daily maintenance on forklifts, sweepers and scrubbers.

Coordinate with other employees, security and event patrons to ensure things run smoothly during special events.

Respond to and correct safety hazards on the grounds.

Perform inventory of all equipment on a regular basis.

Hire, coordinate, and supervise crew of 40 trash collectors for Fair, and other events as needed.

Coordinate and communicate with food concessionaires, exhibitors and fair departments regarding trash collection needs, during fair time.

Prepare paperwork each week detailing event and specific duties.

**Competency:**

Must have knowledge and skills to use materials and tool utilized in conversion, minor repair and maintenance. Application of various cleaning solvents and equipment. Proper methods of storing and moving equipment, machinery and supplies. Requirements of maintaining buildings in a safe, clean and orderly condition.

Must have skilled ability in public relations, with the ability to establish and keep effective working relationships and work well with a variety of people. Must also be skilled in crisis management; possess good oral and written communication skills, good organizational skills, supervisory skills, flexibility, and the ability to work well under pressure. Must also have the ability to pay attention to detail, work independently, maintain confidentiality and have the ability to analyze situations accurately and take effective actions with minimal supervision. Must be able to troubleshoot and foresee possible problems. Must possess a good understanding of how the Fair operates and where equipment/supplies are located.

**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 1-3 years of specialized training, and 1-3 years related experience; or equivalent combination of education and experience. Must have general knowledge of construction and trades with emphasis in electrical knowledge.

**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:**

Certifications needed. Forklift, Man Lift, Boom Lift Certifications

**Supervisory Responsibilities:**

Directly supervise 40 part-time and full-time temporary or seasonal 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:**

Forklift, scrubber, sweeper, man lift, backhoe, front loader, tractor, scissor lift.

**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.

**How to Apply:**

Please forward letter of interest and resume' to Margie Heinz, Operations Support Coordinator  
[margieh@thefair.com](mailto:margieh@thefair.com) | No phone calls please.