



Class Title: Fairgrounds – Grounds Keeper Pay Grade: 5

FLSA Designation: Covered

Established: 3-16

Revised:

Class Summary/Primary Function

The primary function of an employee in this class is to perform cleaning and landscaping maintenance tasks at the County Fairgrounds. The position works directly with and for the Fairgrounds Administrator. The principal duties of this class are performed in an indoor and an outdoor environment. The position works with small power tools and drives motorized equipment such as tractors, water trucks and lawn mowers. The position works flexible hours including weekends, holidays and evenings.

Essential Duties and Responsibilities

- Operates motorized equipment such as a tractor, water truck, lawn mower, weed trimmer and other equipment deemed necessary to accomplish the task at hand;
- Cleans and sanitizes restrooms (toilets, sinks, mirrors, privacy dividers, walls and floors).
- Maintains appropriate supplies in restrooms, including for evening/weekend public events (toilet paper, hand towels, hand soap, tissues, and trash receptacle bags).
- Removes snow from sidewalks and building entrances using snow blowers, snow shovels, or spread snow melting chemicals, depending upon extent of snow fall, weather conditions and temperatures.
- Maintains light fixtures, replacing bulbs and ballasts as needed.
- Grooms and maintains indoor and outdoor arenas, including watering and grooming arenas before events;
- Assists as needed for event preparation including moving bleachers, porta potties, pens, panels, etc.;
- Responds to maintenance or related requests from event organizers and/or participants;
- Moves heavy furniture, equipment, or supplies, either manually or by using hand trucks;
- Gather and empty trash and recycling, and transporting to outside trash receptacles.
- Clears debris from grounds, flower beds and walkways.
- Maintain exterior building surfaces, doors, windows, steps and signage.
- Raise, lower and replace flags as necessary.
- Notifies Fairground Administrator concerning the need for major repairs or additions to building operating systems; and coordinates work of contractors or vendors.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Motorized equipment operation and use of safe use of power tools;
- Safety procedures when cleaning and moving furniture.

Ability to:

- Drive a tractor, water truck and other motorized equipment;
- Follow written and oral instructions;
- Operate, maintain and perform minor repairs to powered custodial and facility maintenance equipment;
- Operate cleaning equipment and tools used in custodial and facility maintenance work;
- Work independently and manage own work schedule to complete tasks;
- Maintain a flexible working schedule including being on call for weekend/evening work as needed; ;
- Develop and maintain effective working relationships with supervisor, fellow employees, community groups, elected officials, vendors and service representatives and the general public;
- Effectively perform routine maintenance on equipment and determine when and what kind of maintenance is needed;

Acceptable Experience and Training

- High school diploma or GED equivalency is preferred, basic reading and math abilities are required; and
- Two or more years experience in performing skilled maintenance and landscaping tasks; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

Special Qualifications

- Valid driver's license to be able to drive fairground equipment;
- Must be at least 18 years of age

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person, and safety warnings such as alarms and/or emergency warning sounds;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, drive motorized vehicles , examine facilities and related equipment, distinguish dirt or marks on surfaces and move through buildings and outdoor arenas;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of cleaning devices including powered equipment, hand equipment and tools; and to make adjustments to equipment; to drive a motor vehicle;
- Sufficient strength and personal mobility to lift or move objects up to 50 pounds, to stand or work on feet for long periods of time, work in both an office environment and outdoors around construction and field sites;
- Sufficient body flexibility and balance to perform cleaning and equipment repair operations

which require repeated bending and stooping motions, including climbing and working on ladders and operating motorized vehicles;

- Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to work in all weather conditions and with allergenic substances such as cleaning solutions, field dirt and dust, and to work in a custodial and facility maintenance environment.