

**WORKING TITLE:****BUILDING MAINTENANCE MANAGER****JOB DESCRIPTION*****GENERAL STATEMENT OF DUTIES:***

Under general supervision, to perform moderately difficult tasks related to a variety of facilities set-up, customer service and general maintenance work for the Fairgrounds and ancillary facilities; provide task supervision of temporary, seasonal, and jail trustee workers in the performance of set-up and tear down for building rental events and building maintenance duties; to provide direct support as required, for the operation and public use of the fairgrounds; to be responsible as assigned for the readiness of the county fair, and related equipment used daily and by special events; and to do other work as required. Typical setup activities include animal pen set-up, erecting tents, putting up the pipe and drape configuration that creates trade show booths, setting up tables and chairs, helping with audio-visual equipment, and hanging signs. Taking inventory of all items and packing them so they are ready for easy use at the next event. Works in harmony with all MCAS staff.

***SUPERVISION RECEIVED:***

Utilizes considerable independent judgment and initiative under the supervision of the Executive Director.

***SUPERVISION EXERCISED:***

Manages, supervises, directs, and coordinates work of assigned personnel. Directs and coordinates work of volunteers.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL THE FOLLOWING DUTIES:**

- Check the buildings and/or grounds after an event to determine if deposits should be returned
- Coordinate schedules and assign work at the county fair
- Provide customer service for event center customers and guests
- Complete room/building setups and tear downs, and cleaning and maintaining an impeccable facility.
- Complete all meeting/event room setups for the day as communicated
- Ensure that all rooms/buildings are opened for scheduled events, and locked promptly after.
- Ensure that the building looks impeccable and is safe for guests at all times. This will include thorough cleaning and housekeeping duties during and following events.
- Complete rounds of the building, guaranteeing overall building appearance, safety, and customer satisfaction.
- Understand and uphold Fairgrounds and Event Center policies.
- Complete all daily BUILDING maintenance duties as listed in the Event Center Daily Checklist.
- Serve as a support for all events and staff on duty to ensure smooth operation of building rental events.
- Attend all scheduled meetings and training sessions
- Responsible for locking and arming the buildings each evening upon departure
- Responsible for working with rental venue customers on arming and unarming the buildings alarm systems.
- Coordinate logistics for large setups, ensure multiple setups on the property are completed on time and direct quick-change setups.
- Plans and implements annual building maintenance and physical.
- Coordinates maintenance of buildings for the annual fair and for off season use.
- Assist in fulfilling the conditions agreed in the rental contract between the event venue and the fairgrounds.
- Ensure venue capacity is not exceeded
- Assist Public Safety in emergency situations at the event
- Check to see if appropriate policies are being followed

- Attend weekly staff meetings
- Keep weekly records as directed
- Completes other duties as assigned.

## **JOB SPECIFICATION**

### **SKILL IN:**

- Verbal and written communications with a wide variety of people including customers, staff, vendors and prospects
- Customer service
- Building management including mechanical and technical systems
- Planning and organizing.
- Computer knowledge; Microsoft Word, Excel, Outlook (proficient with email)
- Filing
- Organizational Skills
- Paying Attention to detail

### **ABILITY TO:**

- prioritize, organize and execute
- Must take pride in a job well done and not be afraid to work hard when necessary
- work independently with little supervision.
- follow-through with tasks.
- display very close attention to detail in his or her day-to-day work.
- and comfortableness with handling heavy items over an extended period of time.
- multi-task and oversee multiple projects at once.
- Scheduling Flexibility and problem-solving ability.
- and willingness to work nights and weekends.
- Interact with the public and private businesses in a courteous, tactful, and firm manner.
- Establish and maintain cooperative working relationships with staff, contractors, colleagues, and the general public contacted in the course of work.
- Attend work as scheduled and/or required.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

Must be able to work in all weather conditions and tolerate exposure to dust and chemicals used in cleaning and maintaining buildings and grounds and animal dander. Will require working nights, weekends and, on occasion, holidays. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, and talk or hear. The employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 75 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Work is performed both in fairground buildings and on related grounds (mostly during fair). Work involves heavy lifting, digging, bending and working in adverse weather conditions. Contact with the public in event center environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

## **EVALUATION:**

To continue providing the best quality County Fair and Rental Venue, managers will be evaluated yearly in the last quarter of the year. The evaluation process shall consist of a self-evaluation and any other relevant forms. Evaluation forms will be reviewed by the Executive Director and Executive Committee and any concerns or issues will be addressed with the managers through an action plan prior to renewal of the position for the following year.