



## Douglas County Ag Association Lead Maintenance Manager Job Description

**Job Summary:** As a hands-on working manager with construction and grounds maintenance and management skills, your duties shall include:

- Facilities & Grounds Project Management
  - Good communications and project manager skills
  - Very good at maintaining a calendar and list of projects
  - Working with Grounds & Maintenance Committee and Executive Committee Liaison to prioritize projects and manager requests from various committees
- Building and Equipment Maintenance
  - Ensuring buildings and equipment are well maintained and in working order for the season and fair
  - Creation of a maintenance calendar
  - Identifying future maintenance needs
- Contract & Vendor Management Recommendations for Board Approval
  - Responsible for soliciting, negotiating, and managing the Rubbish Contract
  - Responsible for soliciting, negotiating, and managing the Lawn Mowing Contract
  - Responsible for planning and overseeing projects assigned to Sentence to Serve crews and any other volunteer crews – ensuring they are fully busy and utilized throughout the summer and fair week
  - Maintaining a positive relationship with RCC maintenance staff
  - Responsible for positive relationship with speedway maintenance staff and all other users of the fair property
  - Responsible for soliciting, negotiating, and managing the porta potties and restroom maintenance contracts and overseeing the restrooms and porta potties cleanliness and stocking during the fair week
- Grounds
  - Weed Control
  - Grounds Cleanliness
  - Proper Grooming and Trimming
- Restroom Maintenance
  - Coordinate with speedway on use and cleaning of main restrooms by the Grandstand when off-season events are booked at the fairgrounds or in the fair buildings

- Fair Preparation & Teardown
  - As directed by fair board and Grounds & Maintenance Committee, ensure all buildings and grounds are ready for the fair
- Other Duties and Tasks
  - Preparing Facilities for off-season storage and rentals
  - Creating & maintaining master equipment/fixture Inventory
  - Preparing equipment/fixtures for disposal by board approved process
  - Ensuring electric and water utilities are turned on in the spring, functional, maintained, and secured and winterized in the fall
  - Ensure signage is secured and updated
  - Must be able to lift more than 20 lbs
  - And all other duties & responsibilities as assigned
- Employee Tracking: Managers shall be responsible for tracking attendance of their workers. Staff timesheets shall be turned in no later than 5 p.m. Sunday
- Employee Discipline: Managers shall report any employee challenges to the Executive Committee and HR Manager in a timely manner

**Supervision Received:** Executive Committee Liaison

**Supervision Exercised:** Fair Maintenance Staff and Volunteers

**Working Hours:** This is an hourly position with an estimate of 1-5 hours of work per week (as needed) during the calendar year October through April and approximately 20-30 hours per week (as needed) May 1 through September 30 with a larger number of hours during fair week.

**Work Location:** Douglas County Fairgrounds