

Warren County Agricultural Society

An Equal Opportunity Employer

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Position Title: Maintenance Director

Department: Maintenance Department

Salary: Subject to Qualifications

Reports To: Executive Director, Board of Directors

Employment Status: Part Time (based on 35 hours/wk)

FLSA Status: Exempt (Salaried)

JOB RESPONSIBILITIES:

Under general supervision of the Executive Director and Board of Directors, the Maintenance Director will oversee the overall maintenance and upkeep of the fairgrounds such as repairs, equipment maintenance, landscaping, and mowing. The Maintenance Director will also provide oversight to the track maintenance and custodial crews. The position is also responsible for overseeing the horse stall rental program in coordination with the Board Secretary, Executive Director, and Board of Directors

QUALIFICATIONS:

Knowledge of general construction techniques, plumbing, electrical systems and maintenance of HVAC systems.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Maintain appropriate staffing levels in the maintenance department while remaining within the budget provided by the board.
- Manage year round/ seasonal staff to ensure time management and efficiency.
- Assist in the development of the annual maintenance and repair budget
- Oversee track maintenance program (staff, materials and equipment)
- Manage grounds and facilities maintenance, to include landscaping, mowing, weeding, leaf and snow removal, trash removal, general care and repairs, and utility system maintenance - including coordination with any outside contractors.
- Coordinate the set-up and tear down of Jr. Fair Facilities and Show Arenas
- Order needed maintenance supplies and materials.
- Maintain all paperwork and receipts!
- Administer work as needed to maintain welcoming grounds and facilities.

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- Ensures that equipment is fully prepared and functional at all times; performs general maintenance and upkeep of equipment, to include tractors, mowers, small power equipment, etc.
- Maintains accurate inventory of all equipment and tools
- Repairs or coordinates for repairs to facilities
- Coordinates with Board of Directors for large repairs/refurbishments
- Coordinates parking assignments for winter storage
- Manages horse stall rentals, to include stall and tack room assignments, maintain records of stalls rented and coordinate with the office to ensure accurate billing, securing of unrented stalls, coordinates with the office and Board to collect past due balances, and maintains a working relationship with horsemen.
- Demonstrates regular and predictable attendance, informing the Executive Director of any expected or unexpected absence.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: HVAC Systems, Plumbing Systems, building repair and maintenance, equipment repair, landscaping, knowledge of fairgrounds activities and rules/regulations*, overall knowledge of grounds and facilities*,

Skill in: Use of modern office equipment; computer operation; computer programs (e.g., Microsoft Office). Ability to operate varied types of equipment such as tractors, mowers, fork-lifts, etc.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; respond to routine inquiries from public and/or officials with professionalism ; handle sensitive inquiries from and contacts with officials and general public with professionalism; develop and maintain effective working relationships; communicate effectively; demonstrate physical endurance; demonstrate physical agility; perform heavy manual labor for extended periods of time and often adverse conditions; travel to and gain access to worksite; move quickly and effectively from one task to the other; supervise maintenance and custodial staff daily

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EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:

- Zero Turn Mowers, Tractors, JCB, Forklift, skid loader, track maintenance equipment such as graders and water trucks.

POSITIONS SUPERVISED:

Maintenance Staff, Custodial Staff, Track Maintenance Crew

Application Procedure: Resumes/applications will be accepted at the Administrative Office, 665 N. Broadway, Lebanon, Ohio 45036. Or can be emailed to applywarrencofair@gmail.com

Application Deadline: Open until filled

Posted April 28, 2021