



*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Laborer	<b>Job Code:</b> 08020
<b>Department:</b> Fairgrounds	<b>Pay Grade:</b> Stnd 14
<b>Reports to:</b> Fairgrounds Operations Manager	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Fairgrounds Department preserves, enhances, and develops the Fairgrounds for present and future generations through comprehensive planning, capital acquisition, facility development and event production. The County Fairgrounds hosts fairs, rodeos, tradeshow, livestock shows and sales, equestrian events, concerts and other events and activities that members of the public are invited to attend.

**Job Summary:** Under supervision performs a wide variety of manual labor tasks, semi-skilled carpentry and plumbing tasks, and other construction work needed for the maintenance of fairgrounds building and grounds; operates light machinery and equipment; and does related work as required in preparing for annual Northwest Montana Fair and non-fair activities.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Performs a variety of tasks requiring the use of hand tools and ability to operate light automotive equipment and tractors.
- Performs semi-skilled carpentry repair work in existing structures, replacing boards in barns and horse stalls, building shelves, pens, and roof repairs.
- Performs semi-skilled plumbing work in the installation and repair of water lines, faucets, toilets and sinks.
- Paints a variety of interior and exterior surfaces.
- Performs janitorial duties such as sweeping, mopping, finishing floors.
- Shovels manure from animal pens and stalls.
- Fertilizes, waters, mows and trims lawns.
- Moves tables and chairs; sets up and tears down building accessories for various fair and non-fair events.
- Performs related work as required.

**Non-Essential Functions:**

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:**

- The employee is constantly required to use hands to handle or feel objects, and frequently is required to push and pull equipment, materials, and tools.
- The employee is frequently required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
- The employee is occasionally required to lift and/or move up to 75 pounds.
- The noise level of the environment is usually moderate; however employee is occasionally subjected to loud equipment noise.

**Supervision Exercised:** The primary function of this job is not in a supervisory capacity.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of:

- General use of hand and power tools, light pickups, and equipment.
- Safe work practices.

The job requires skill in:

- General buildings and grounds operations and function
- Dealing with general public in a proper decorum

The job requires the ability to:

- Read, write and follow both verbal and written instructions.
- Perform heavy manual labor.
- Work in a variety of weather conditions.
- Establish and maintain effective working relationships with supervisor, co-workers, and the public.
- Demonstrate physical strength and agility sufficient to perform the work of the position.
- Obtain and maintain a Montana driver's license with a safe driving record.

**Education and Experience:**

The job requires any equivalent combination of experience and training which indicates possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted	05/25/1994	Commissioners' Minutes
Revised	06/15/2000	Commissioners' Minutes
Revised	04/22/2003	Commissioners' Minutes
Revised	07/01/2014	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	04/18/2016	Commissioners' Minutes
Adopted	06/19/2017	Position Grade Changes Effective 7/1/2017 (FY18)