



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: FAIR MAINTENANCE WORKER

DEPARTMENT: FAIRGROUNDS

If you have any questions about this position vacancy please call: 406-758-5810

NUMBER OF POSITIONS OPEN: 1

FULL TIME     REGULAR  
(YEAR ROUND POSITION)

PART TIME     SEASONAL

TEMPORARY

STARTING WAGE: \$19.60    per hour

SALARY AT:

1 Year Step    \$20.39    per hour

2 Year Step    \$21.20    per hour

3 Year Step    \$21.63    per hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

FAIR MAINTENANCE WORKER

NATURE OF WORK:

Positions in this class perform a variety of carpentry, electrical, plumbing, and mechanical maintenance and repair tasks on fairground buildings and operate a variety of equipment in maintaining the fair grounds and event areas.

The tasks performed require the employee to apply methods and procedures in a variety of trade areas to the repair, alteration, and maintenance of fairground buildings and grounds including electrical and mechanical systems, items used by others at the fairgrounds such as tables, chairs, and starting gates, and preparing areas for various events held at the fairgrounds. Duties require the safe application of standard safety practices when working around electrical and mechanical equipment and to ensure the safety of fairground occupants. Occasional lifting and carrying of heavy objects is involved.

Employees work under the general supervision of Fair Maintenance Supervisor. Assignments are received in the form of written or oral requests describing the nature of the problem, and repair or arrangement needed. Work is performed with considerable independence and involves the ability to read plans, specifications, and diagrams, and to troubleshoot problems through to resolution. Formal supervision of others is not a characteristic of positions in this class, although guidance and direction may be provided temporary help during the Fair. Work is usually reviewed upon completion for the quality of maintenance, construction, and repairs tasks performed.

Employees in this classification may be in contact in person with fairground occupants to discuss the nature of repair needs and with the public using the building. This requires the employee to deal with the public in a courteous and pleasant manner.

Work is performed in buildings and outdoors with exposure to hot and cold weather when preparing event areas, plowing snow, and performing repairs. Work also involves operating construction equipment.

REPRESENTATIVE EXAMPLES OF WORK: (Only major tasks are identified for most positions; refer to position description for detailed listing of duties)

Repairs and performs preventative maintenance on a variety of items, fixtures, and apparatus; replaces lights and ballasts; replaces water faucets and plumbing fixtures; prepares surfaces and paints walls, booths, and relate fair structures; winterizes water line and fixtures; welds and fabricates items.

Performs a variety of construction tasks; installs new plumbing lines, concrete floors, wood floors, stalls, buildings, and fences; seals and refinishes floors.

Prepares event areas; constructs tracks with jumps, ramps, and turns for motocross; grades race track and arena for horse events; sets-up sound systems, booth curtains, tables, and chairs.

Performs maintenance and carpentry tasks including framing up walls, doorways, and windows; installs and tapes drywall or installs paneling and carpeting; builds or repairs shelves, steps, tables, and other related items.

Drives pickup or dump trucks to haul garbage and manure or to pick up material used in maintenance duties; operates heavy equipment to prepare ground for a variety of events.

Performs related work as assigned.

**SELECTION FACTORS:** (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment)

**Knowledge of:**

- \* hand and power tools used for building and equipment maintenance.
- \* the carpentry, painting, plumbing, and electrical trades as they relate to building and equipment maintenance and repair.
- \* the occupational hazards and safety procedures used in building and mechanical maintenance activities.

**Skill in:**

- \* operation of heavy construction type equipment.
- \* the use of hand tools and power equipment.

**Ability to:**

- \* read and understand blueprints, operation and maintenance manuals, drawings, wiring, and control diagrams for structures and related equipment.
- \* perform physical labor under all kinds of climatic conditions, indoors or outdoors.
- \* work safely with and around electrical and mechanical equipment.
- \* follow standard trade safety practices in the operation of hand tools and power equipment.
- \* work in heated indoor areas and outdoors in a variety of weather conditions.
- \* operate heavy construction type equipment safely and efficiently.
- \* identify equipment malfunctions and determine how they can be prevented and corrected.
- \* establish and maintain effective working relationships with supervisor, co-workers, and the public.
- \* obtain a valid Montana commercial driver's license, proof of insurability, and safe driving record.
- \* deal with the public and other employees in a pleasant and courteous manner.
- \* physically lift heavy loads to a maximum of 75 lbs.

**GENERAL RECRUITING INDICATORS:** (Person applying for position of this classification should have the following experience and/or training)

Two years experience in the operation of construction type equipment, including performing a variety of building maintenance work; or substituting course work or training in equipment operation or building maintenance related subjects for up to one year of the experience; or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.

Action	Date	Reference
Adopted	6/15/00	Commissioners' Minutes
Adopted grade change per salary survey recommendation:	9/20/2006	Commissioners' Minutes