



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Fair Maintenance Supervisor DATE OPENED: 9/05/2019

DEPARTMENT: Fairgrounds CLOSING DATE: 9/20/2019

If you have any questions about this position vacancy, call: (406) 758 - 5808

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ 19.70 per Hour

PART TIME

SEASONAL

STARTING WAGE: \$ 20.19 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 21.00 per Hour

2 YEAR STEP: \$ 21.84 per Hour

3 YEAR STEP: \$ 22.28 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. Additional information:

The work and position are based from the Flathead County Fairgrounds. See job description for further details.

The Fair and Event Center are home to 230+ events, attracting more than 190,000 guests each year to enjoy a wide variety of fun family activities. The job is diverse, exciting, challenging, and rewarding.

More information about the fairgrounds and functions can be found at [www.nwmtfair.com](http://www.nwmtfair.com).

**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 SUPERVISOR

NATURE OF WORK:

The positions in this class directs the building and grounds maintenance and repair activities at the Fairgrounds complex.

The tasks performed require the employee to independently plan and oversee for maintenance and repair services provided by staff and contractors in order to keep the fairgrounds buildings and grounds clean and well maintained, thus avoiding as much as possible major, expensive repair projects. Maintenance and repair projects are performed in accordance with applicable County and State codes to ensure the safety of fairground users. The employee also participates in maintenance and repair activities.

Work is performed under the general administrative direction of the Fair Manager and is reviewed for the cost-effectiveness of the overall maintenance and repair programs. Assignments outside of the normal routine are usually received directly from fairground occupants in the form of general indicators of the problem. The employee is responsible for assessing repair needs, determining priorities, and ensuring that the work is performed to the satisfaction of fairground occupants within financial constraints. Supervision is exercised over one to thirty laboring or maintenance personnel depending on the time of the year.

The employee in this classification has contact in person or by telephone with the Fair Manager or fairgrounds occupants to discuss and schedule maintenance and repair work; and with event promoters for special needs. This requires the employee to accurately assess maintenance needs and to deal with people in a pleasant and courteous manner.

Work is performed both indoors and outdoors with exposure to hot and cold weather and requires the operation of a vehicle and construction type equipment.

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

Inspects buildings and grounds to determine custodial, repair, and maintenance needs of the fairground complex; records and prioritize needs; determines maintenance costs for materials and personnel and determines if work can be performed by County personnel or needs to be contracted out.

Assists in preparing and administering the buildings and grounds maintenance budget; plans, organizes, schedules, assigns, supervises, coordinates, and evaluates the work of temporary and regular subordinates; interviews, selects, hires, and trains employees; administers provisions of the county's personnel policies; ensures that all work performed meets all State and County codes and safety regulations; reviews and approves employee time cards and material and supply purchases; orders parts and supplies and maintains inventories.

Assesses maintenance and repair needs involving a knowledge of the trades including carpentry, electrical, plumbing, and heating/air conditioning systems; performs maintenance and repair tasks.

Drives pickup or dump trucks to haul garbage and manure or to pick up material used in maintenance duties; operates heavy equipment to prepare grounds 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:**

- \* building maintenance and custodial programs, procedures and practices.
- \* applicable building and electrical codes.
- \* hand and machine tools used for building and equipment maintenance activities.
- \* the occupational hazards and safety procedures used in building and mechanical maintenance activities.
- \* the operating procedures of low pressure boiler systems, temperature control systems and their related plumbing equipment and fixtures.

**Skill in:**

- \* performing building maintenance and custodial work.
- \* operation of heavy construction type equipment.
- \* the use of hand tools and power equipment.

**Ability to:**

- \* plan, organize, schedule, assign, supervise, coordinate, and evaluate the work of custodial, building, and grounds maintenance staff.
- \* accurately assess the repair and maintenance needs of buildings, develop priorities, and prepare and administer budgets.
- \* read and understand blueprints, operation and maintenance manuals, drawings, wiring and control diagrams for structures and related equipment.
- \* operate heavy construction type equipment safely and efficiently..
- \* perform physical labor under all kinds of climatic conditions, indoors or outdoors.
- \* deal with other employees and the public in a pleasant and courteous manner.
- \* establish and maintain effective working relationships with supervisor, subordinates, other County employees, and the public.
- \* obtain a valid Montana commercial driver's license.
- \* 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)

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

Action	Date	Reference
Adopted	7/01/88	Commissioners Minutes
Revised	6/15/00	Commissioners Minutes
Revised	7/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014