

# Fallon County Job Description

*Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.*

**Job Title: Seasonal Fairgrounds Crew Hand**

**Department: Fairgrounds**

**Location: Baker, Montana**

**Job Status: Full-time, Non-Exempt**

**Reports to: Fair Manager; will also receive direction from the Fallon County Fair Board**

## **Job Overview:**

This position performs a variety of maintenance tasks at the Fairgrounds including but not limited to lawn care, trimming trees, painting, cleaning, and repair of standing structures to prepare for the Fallon County Fair. After the Fair, break down various temporary structures, clean grounds, clean equipment and prepare items for storage. Perform extensive outside manual labor in a variety of weather conditions. This position requires working before, during and after the Fair.

*This position requires a motor vehicle driving history review.*

## **Essential Functions:**

**Grounds and Building Maintenance Prior to Fair**– Mowing and watering lawns, weed eating, and trimming trees in and around the Fairgrounds utilizing variety of equipment including but not limited to power mowers, push mowers, and weed eaters. Prepare buildings and standing structures for the Fair by cleaning, setting up, repairing and painting. Requires extensive walking, lifting, bending and use of power tools.

**Grounds and Building Maintenance During Fair** – Clean and perform general upkeep on buildings, cleaning restrooms, taking care of garbage cans, assisting vendors and entertainment with but not limited to loading, unloading, and set up. Prepping grandstands for shows including garbage, bathrooms and merchandise set up.

**Grounds and Building Maintenance After Fair** - Mowing lawns, weed eating, and trimming trees in and around the Fairgrounds utilizing variety of equipment including but not limited to power mowers, push mowers, and weed eaters. Take down structures, clean buildings and equipment, repair structures and prepare items and equipment for storage and winterization.

## **Competencies:**

***Adaptability, Attention to Detail, Customer Service, Flexibility, Initiative, Mechanical, Oral & Written Expression:***

This position requires knowledge of routine manual labor including use of shovels, lawn mowers, weed eaters, and other tools as provided to complete a sundry of maintenance and

cleaning tasks at the Fairgrounds. Knowledge of basic tools including purpose, repair and maintenance. Will work independently and in teams. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Effectively interact with variety of personalities and demands of the public. Resolve questions or concerns with courtesy and respect. Willingness to work beyond routine and scheduled hours. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand.

**Minimum Qualifications:**

Must be a minimum of sixteen (16) years of age to operate power tools.

**Salary Schedule:**

The starting wage for this position is \$10.50 per hour. Experienced and returning seasonal fair crew hands will be paid on the following schedule:

- 2nd Year: \$11.00 per hour
- 3rd Year: \$11.50 per hour
- 4th Year: \$12.00 per hour
- 5th Year: \$12.50 per hour
- 6th Year: \$13.00 per hour
- 7th Year: \$13.50 per hour
- 8th Year: \$14.00 per hour

**Hours of Work:**

This seasonal position typically works forty (40) hours per week the end of May through the end of August, with flexibility for this time period. Schedule is dependent upon work load and demand. The week of the Fair hours will generally exceed forty (40) and will be compensated at time and half for overtime.

**Physical and Environmental Demands:**

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is frequently required to stand, walk on uneven surfaces, sit, bend, and reach with hands and arms. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to fifty (50) pounds. Specific vision abilities include close and distant vision.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.*