

Stark County Agricultural Society
Job Description: Grounds Maintenance Supervisor
Revision Date: August 1, 2024

Part Time / Full Time: 24 - 40 hours per week.

Wage is based on skills and experience.

Duties / Responsibilities: **ESSENTIAL DUTIES AND RESPONSIBILITIES** (*illustrative only and may vary by assignment*)

- Performs maintenance and repair work on electrical, plumbing, mechanical, and structural systems;
- Performs carpentry, painting, drywall, plumbing, and concrete assignments;
- Repairs and maintains furniture and building fixtures;
- Performs grounds maintenance including mowing, weeding, trimming, care of flowerbeds, snow and ice removal, sidewalk clearance, and pest control;
- Maintains work orders, maintenance, and inspection records;
- Maintains and repairs tools and equipment;
- Communicates and coordinates regularly with appropriate co-workers and Buildings & Grounds Committee to maximize the effectiveness and efficiency of operations and activities.
- Replaces light bulbs and tubes; repairs fixtures or replaces fixture ends and wires.
- Operates power saw, hand saw, electric drills, screw guns, nail guns and other hand tools.
- Locks and unlocks Fair grounds buildings. Runs errands as required; delivers supplies and equipment to offices; picks up tools and materials. Moves office equipment including desks, files, books, etc. for Fair grounds offices.
- Drives trucks and operates equipment in the performance of duties.
- Performs routine maintenance on equipment, trucks, and tractors. Reports major repair issues to the Society for repair.
- Safeguards Society Buildings and Equipment.
- Supervises grounds crew and seasonal employees working on grounds maintenance.
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Responds to Directors, Employees and Volunteers comments in a courteous and timely manner;
- Maintains strict confidentiality in all cases;
- Performs all work duties and activities in accordance with Society policies, procedures, and safety practices.

Qualifications: **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Building trade skills, including but not limited to, electrical, plumbing, carpentry, mechanical, painting, drywall, concrete;
- Methods, materials, tools and standard practices regarding plumbing, electrical, carpentry, painting, drywall, and concrete related to interior and exterior building maintenance, repair, and remodeling;
- State, local, and other applicable building, safety, and health codes and regulations;
- Society policies regarding safe work practices relating to use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials.

Skill and Ability to:

- Read and interpret technical manuals, blueprints, and diagrams;
- Install, troubleshoot, and repair electrical, plumbing, mechanical, and related operating systems;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Operate power equipment;
- Operate hand tools;
- Operate a motor vehicle;
- Operate a personal computer;
- Speak clearly and communicate accurate information to others;
- Use English to communicate effectively with others;
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with Society policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED;
- Valid Ohio State Driver's License;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the Society.