

**INGHAM COUNTY
JOB DESCRIPTION**

MAINTENANCE SUPERVISOR - FAIR

General Summary

Under the general supervision of the Fair Manager, performs a variety of preventative maintenance, repair and renovation activities on Fair buildings and equipment. Supervises maintenance personnel, inmates, and community service, seasonal, and other program workers. Oversees and participates in grounds maintenance. Performs a variety of plumbing and electrical maintenance functions. Oversees and participates in renovation, set-up and tear-down activities.

Essential Functions

1. Plans, coordinates, supervises work, and maintains related records of maintenance workers, inmates, community service workers and volunteers engaged in grounds maintenance, custodial renovation, and other maintenance activities.
2. Oversees and participates in grounds maintenance, includes operating tractors with mowing decks and power mowers, fork lifts, backhoes, front end loaders, skid loaders, trucks with plows and salt spreaders, garbage truck, and other equipment. Mows and trims grass, occasionally applies lawn chemicals and pest control, plows and shovels snow, trims shrubs and trees, and performs other grounds functions. Picks-up litter on grounds.
3. Performs plumbing repairs such as repairing leaks, replacing washers, gaskets and faucets, installing new fixtures, digging and running drain lines, and related plumbing projects.
4. Performs electrical repairs including repairing or replacing motors and pumps, replacing ballasts, outlets, and switches, and performing related electrical tasks.
5. Cleans and maintains barns, multi-purpose building and other fair facilities, including removing hay/manure, straw and wood chips, shoveling, raking, using a pitch fork, sweeping, repairing broken stalls, applying barn disinfectants, dragging arenas, and replacing light bulbs. Cleans restrooms and empties trash barrels.
6. Repairs and maintains stalls and pens. Sets up and tears down horse stalls and bleachers for shows, rental events, and Fair Week activities.

7. Sweeps and patches paved roads, plows roads in winter months, and occasionally grades dirt roads. Repairs and constructs catch basins, manholes, and storm drains.
8. Scrapes and paints buildings, fences and rails.
9. Performs construction and carpentry tasks including hanging barn doors and building fences.
10. Performs roof repair, including patching, replacing flashing, and shingling.
11. Develops and maintains a preventative maintenance program for mechanical systems and equipment.
12. Performs maintenance on departmental gas and diesel vehicles and equipment, including servicing and overhauling clutches, transmissions, rear ends, mufflers and exhaust systems, brakes, and shocks. Performs front-end repair such as ball joints, wheel bearings, rotors, tie rods, complete suspension and engines, including tune-ups, oil changes, belts, alternators, starters, and electrical systems, as well as repair and maintenance of other equipment, including welding.
13. Maintains and keeps in good repair, hand tools, power tools and equipment such as weed-whackers, lawn mowers, chain saws, tractors, manure spreaders, trailers, hydraulic lift wagons, and drags.
14. Performs minor masonry work such as repairing mortar joints.
15. Maintains inventory and orders of building, grounds and maintenance materials, including paper products, soap, disinfectants, brooms, rakes, shovels, diesel fuel, gas, engines, and mower and tractor parts. Maintains records on inventory, parts and equipment repairs and maintenance.

Other Functions

None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent, prefer advanced skills training in electrical, plumbing, and or other trades areas.

Experience: Four years of experience in building and grounds maintenance and repair of mechanical, electrical, and plumbing systems.

Other Requirements: Possession of a valid Michigan Driver's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walks over uneven terrain to make repairs and inspections.

Extensive walking to inspect buildings.

Squatting, stooping, kneeling to maintain and repair facilities and equipment.

Climbing ladders to paint or make repairs.

Lifting ability to remove and replace parts on building mechanical systems.

Ability to lift and move plumbing fixtures and other equipment involved in repair tasks.

Ability to read and interpret blue print specifications in manuals.

Working Conditions:

Works in confined spaces.

Works outside in varying weather conditions.

Works in all areas of fair buildings.

Works in cramped body positions to perform maintenance and repairs.

Works in areas with loud noise.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

Contact with oil and petroleum products.

Exposure to solvents, pesticides, and various other chemicals.

Exposure to gases and fumes.

Works in areas with diesel smoke, dust and straw particles.