

LINN COUNTY CLASSIFICATION

TITLE: FAIR/EXPO OPERATIONS & MAINTENANCE LEAD WORKER
NUMBER: 576 **APPROVAL ORDER NUMBER 2021-196**
PAY RANGE: 12 **DATE: JUNE 22, 2021**
CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform support services for all Fair/Expo Center activities involving event support, security and custodial services and any needed logistical support services. Perform varied and complex maintenance and repair work on buildings and mechanical equipment. Work schedule is subject to change to meet emergency or other situations that necessitate scheduling due to facility events or events schedules.

SUPERVISION RECEIVED: Works under the direction of the Fair/Expo Center Operations and Events Manager who provides guidance, assigns duties and evaluates performance.

SUPERVISION EXERCISED: Exercises supervision of employees is not a normal responsibility of positions in this classification. A person in this classification may assist in the job orientation of new personnel, coordinate and assign tasks to be performed and act as a Leadworker over other Fair and Expo operations employees. Employee evaluation and discipline is not a duty of this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provides task supervision for the work of assigned employees involving Fair/Expo Center activities such as operations workers, work crews, volunteers, contractors, etc.
2. Assist in the process to compile, organize and review daily setup sheets for event staff and event setup scheduling.
3. Perform support services for all Fair/Expo Center activities. Perform event support such as setup/tear down of furnishings and equipment. Perform facility custodial work and grounds maintenance.
4. Perform repairs and adjustments to heating and refrigeration equipment, plumbing, electrical and electrical maintenance on all facility buildings and grounds including, but not limited to, electrical circuits, receptacles, fixtures and motors. Perform miscellaneous repairs to all facility buildings, structures and grounds. Perform general carpentry work.
5. Work is performed within established department policy and procedures, accepted repair procedures and equipment manuals. Determines and chooses between alternatives using initiative, judgement and experience.
6. Maintain courteous and effective relationship with other employees, department heads, outside agencies and the public.

7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Reasonable knowledge of the maintenance and repair of public buildings and maintenance and repair of plumbing and HVAC systems. Knowledge of carpentry and cabinet making; use and care of tools, materials and equipment necessary to make repairs. Ability to work from ladders, scaffolds, high lifts and other above-ground locations including roofs. Ability to assess problems with electrical, plumbing, HVAC systems and make necessary corrections to resolve problems. Ability to communicate effectively in oral and written form. Ability to make decisions independently and to use initiative and judgement regarding facility needs.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school. Additional specialized training in HVAC systems, carpentry, electrical or other related trade is desirable. Three years of increasingly responsible experience in facilities maintenance and repair including one-year of leadership responsibility. Specific experience with fair/expo facilities is desirable or any satisfactory equivalent combination of experience, education and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Certification required in one of the following building trades: electrical, plumbing, refrigeration, backflow device testing, building operator, carpentry or any other certification issued by appropriate State regulatory agency as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outdoors and is physically demanding. Work requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms and to lift or move sixty (60) pounds.