

LINN COUNTY CLASSIFICATION

TITLE: FAIR/EXPO OPERATIONS WORKER

NUMBER: 821

APPROVAL ORDER

PAY RANGE: 08

NUMBER: 98-420

CATEGORY: OPEU

DATE: September 16, 1998

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform support services for all Fair/Expo Center activities involving event support, facility/equipment maintenance and repair, grounds maintenance, security and custodial services and any needed logistical support services.

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

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel or direct volunteers or work crews in various operations tasks.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for 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. Perform support services for all Fair/Expo Center activities.
2. Perform event support work such as set up/tear down of furnishings and equipment.
3. Perform routine preventive maintenance and minor maintenance and repair work on all Center facilities, facility systems and equipment.
4. Perform facility custodial work and grounds maintenance.
5. Perform logistical support requirements as directed such as the purchase of supplies, materials, equipment and services.
6. Assist in maintaining operational records regarding activities and costs to include energy consumption and management.
7. Assist in monitoring health/life/safety systems and related programs involving Fair/Expo Center facilities, equipment and personnel.
8. Assist in monitoring fire and security systems and related programs involving Fair/Expo Center facilities.
9. Respond to inquiries from the general public, clients and vendors on Fair/Expo Center programs and activities.

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

OTHER FUNCTIONS:

12. Other duties as assigned.

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

KNOWLEDGE, SKILL AND ABILITY: Knowledge of facilities operations and farm-type work activities, including equipment operations (truck, tractor, lawnmower, vacuum/scrubber, forklift/loader, etc.). Some knowledge of building/grounds care and general cleaning practices. Some knowledge of safety hazards and precautions.

Skill in making minor repairs and adjustments to building fixtures and equipment. Ability to understand and follow oral and written instructions sufficiently to perform the functions of the position.

Ability to develop and maintain effective working relationships with other employees and to meet and deal courteously with contractors, vendors, clients and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Some experience in facilities and farm-type work indicating an ability to perform the duties with minimum supervision. Graduation from a senior high school or any satisfactory equivalent combination of experience, education and training which 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..

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both in an office setting and outdoors and can be physically demanding. The work requirements include the ability to see, talk and hear; sit, stand and walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. Some duties may require standing for long periods of time, bending, lifting up to 60 pounds, kneeling, crawling into small spaces, pulling, pushing, reaching and climbing ladders and stairs.