ST. JOSEPH COUNTY GRANGE FAIR
JOB DESCRIPTION
GROUNDS PERSON/MAINTENANCE ASSISTANT

General Summary:

Grounds person/Maintenance Assistant is under the supervision of the Maintenance Lead and the Head of the Building and Grounds Committee. They perform various semi-skilled maintenance, construction and repair tasks necessary for the proper upkeep and operation of buildings, facilities and properties owned by the St. Joseph County Grange Fair Association. They may be required to be available for emergency repair/maintenance calls on a 24-hour basis. Job may require weekend hours for events.

Typical Duties:

Employee in this classification performs several of the following duties:

1. Leads other maintenance employees. This number varies depending on time of year and events.

2. Inspects, maintains and repairs buildings, heating and ventilation systems including a variety of mechanical and electrical equipment such as motors, pumps and furnaces. Reads gauges, changes belts and filters, cleans thermostats, oils and greases moving parts.

3. Repairs and/or replaces plumbing fixtures such as sinks, commodes and hot water tanks. Replaces broken or leaky pipes and opens clogged drains. This also includes the cleaning of restrooms.

4. Performs a variety of carpentry tasks such as repairing doors and locks, installing suspended ceilings and paneling, constructing shelves and caulking and repairing windows, building benches, building picnic tables. Prepares surfaces for painting and applies paint and other minor construction assignments.

5. Ensure security of the facility.

6. Regularly inspects buildings, monitoring conditions, noting needed repairs. Performs various maintenance tasks such as minor equipment repairs and maintenance to items belonging to the St. Joseph County Grange Fair Association. Must maintaining equipment storage areas and work areas in a clean and orderly fashion.

7. Performs a variety of general laborer tasks such as shoveling and plowing snow, removing trash, cleaning manure bunkers, spreading manure, repairing of roads, mowing and trimming grass.

8. Assembles and disassembles gates, pens, tables and chairs in barns and or tents. (This does require some heavy lifting.) during off-season Events & Fair week.

9. Performs other duties as assigned by Maintenance Lead and the Head of Building and Grounds Committee.

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

Employment Qualifications:

- Education: Possession of a high school diploma or its equivalent.

Experience: A minimum of two years general maintenance, construction and repair experience or equivalent.

Necessary Special Requirements:

1. Knowledge in the operation of tractors and motorized equipment.
2. Possession of a valid Michigan Driver's License and have an acceptable driving record.
3. Submit to a drug screening test and criminal background check

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job will be considered.

Revised 4/8/19