



Park County

Job Description

Title: Laborer	Code:
Division: Grounds Crew	Effective Date: 4/19/2016
Departments: Events	Last Revised:

GENERAL PURPOSE

General labor in preparations, implementation and clean-up for events, including the Park County Fair. General up-keep and maintenance of facility and grounds as directed. Cleaning and preparation of exhibit halls, livestock barns, grandstand area, arenas, and other areas. Conduct all duties necessary to maintain the facility and fairgrounds in a clean, safe and operable condition.

SUPERVISION RECEIVED

Works under the general supervision of the Grounds Crew Supervisor.

SUPERVISION EXERCISED

None, although may serve as project leader or provide guidance to other department staff.

ESSENTIAL FUNCTIONS

Adhere to facility and event policies and procedures.

Provide excellent customer service to internal and external customers and suppliers.

Various duties inherent to the set-up, implementation, cleaning and clean-up of facilities, equipment, displays, etc. for events, including the Park County Fair.

Garbage collection and removal from grounds and facilities. Emptying of rubbish barrels, trailers, etc.

Operation of power equipment such as mowers, trimmers and other machines commonly used in the care of lawns and landscaping, garbage collection, etc.

Operation of various power and hand tools commonly used in the up-keep and repair of buildings and grounds.

Be familiar with facility and fairgrounds in general and events, including the Park County Fair, in order to address questions from exhibitors, patrons and others regarding general directions and emergency issues relating to maintenance or personal safety.

Always be friendly and courteous in dealing and conversations with the general public, volunteers and other staff members.

Maintain a regular and punctual attendance. Must be able to work flexible hours including nights and weekends.

Assist in identifying and minimizing risks to individuals, livestock and animals, and equipment. Assist with traffic flow and other crowd management duties. Reports suspicious activities and suspected violations of policies, as well as local, state and federal laws, etc.

May be required to drive County vehicles or equipment in performance of job duties.

Perform any other task or duty as assigned.

Communicate issues, challenges and deficiencies to supervisor that prevent successful completion of assigned tasks, projects or duties, goals, objectives or action plans.

QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent preferred.
- B. Valid driver's license preferred.
- C. Reliable transportation required.
- D. Over 18 preferred. Must be over 18 years of age, receive operator's training and safety training to operate certain equipment.

2. Required Knowledge, Skills, and Abilities:

The ideal candidate will be proactive, optimistic team player, have a positive attitude and the ability to multi-task as well as the following:

Strong work ethic required.

Must adhere to dress code.

Ability to grasp and manipulate office equipment and similar other tools and materials.

Must be able to communicate effectively with public, verbally and in writing; maintain effective working relationships with supervisors, fellow employees, and the public. Must be able to read and understand written information. Ability to write legibly and understand and apply specific rules. Must be able to comprehend and execute instructions.

Ability to use a computer for moderate periods of time.

3. Special Qualifications:

Must pass background check.

Operate bobcat/skid steer experience, tractor and commercial truck operation experience preferred.

Ability to operate a vehicle.

4. Work Environment:

Generally working outdoors in hot/cold conditions, and in possible inclement weather.

Tasks require a variety of physical activities involving walking, standing, stooping, climbing, lifting, reaching, balancing, kneeling/bending, crouching, crawling, twisting, talking, hearing and seeing. Ability to lift and carry burdens weighing up to 50 lbs. on a daily basis and push and/or pull burdens of minimal weight up to 30 lbs.

Requires some climbing and lifting, dealing with the public and walking within the facility for extended periods of time.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____