

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Groundskeeper

Department: Fair & Recycling

Reports to: Fair & Recycling Coordinator

Pay Grade: B

Date: 22 April 2021

Hours: Hours Vary, up to 600 per year

PURPOSE OF POSITION

Performs a variety of manual and semi-skilled tasks required in the cleaning and maintaining of the fairground property, buildings, and plumbing; does related work as required. Responsible for maintaining the fairgrounds for the use by general public. Work is performed under the supervision of the Fairgrounds Coordinator. Will provide direct support as required, for the operation and public use of the fairgrounds; to be responsible as assigned for the readiness and function of grounds, structures and related equipment used daily and by special events; and to do other work as required. The employee in this position may be asked to work varied hours (nights & weekends) depending on tasked assignments and scheduling needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Principal Duties/Essential Functions: Illustrative Only. (Any single position in this classification will not necessarily involve all of the listed duties below and will involve duties which are not listed. These duties represent the essential functions needed of the person(s) in this classification.)

- Performs basic maintenance to include assisting in minor building repairs, plumbing and painting.
- Maintains an inventory on paper and cleaning supplies and requests items ordered as needed.
- Assists in maintaining and preparing surrounding areas of the arenas for horse shows, races and other events. This would include but not be limited to weed eating the area around the arenas and under the bleachers.
- Cleans livestock pens; may assist in building or set up of animal pens, portable stalls and grandstands in preparation for the annual County Fair.
- Performs grounds maintenance to include mowing lawns, weed eating, pruning trees and shrubs, blowing and removal of snow, ice (salting walkways & ramps), and debris.
- Maintain security of buildings to include rekeying locks and maintenance of key logs.
- Ensures grounds are unlocked/locked as necessary.
- May assist in the oversight of temporary employees and volunteers at request of Fair Coordinator or Committee.
- May assist in the coordination of maintenance contractors under the direction of the Fair Coordinator.
- Maintain trash and recycling removal in the fair office and fair sponsored events.
- Maintains records of water, utility, and bathroom products usage during scheduled events for billing.

- Assist in the inspection of buildings and grounds areas to evaluate existing conditions, determine areas needing maintenance or improvement work, participate in the identification of more efficient operational procedures, and to minimize potential safety hazards. Maintains and makes minor repairs to plumbing systems, air conditioning and heating, and other mechanical equipment. Performs semi-skilled carpentry work; services and repairs doors, gate locks, and latches.
- Works with Fair Coordinator to identify grounds needs for Capital Expenditures Projects.
- Maintain proper documentation of year-round building storage, logs of what is placed where and ownership, collection of money for storage, communication with those interested in using facility for those needs.
- Complies with work attire guidelines, which would include but not limited to the proper personal protective equipment (PPE), like safety glasses while weed eating.

Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty.
- The requirements listed are representative of the knowledge, skill, and/or ability required.
- Some knowledge of facility and grounds maintenance, custodial/housekeeping, and safety practices and precautions is necessary.
- Must possess basic computer skills; the ability to interpret and comply with written and oral instructions; work independently and manage time efficiently; communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the general public; deal tactfully and courteously with the general public.

Education and Experience

- High school graduate or equivalency; and one (1) to two (2) years of experience in building and grounds care; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Other Skills and Abilities

- Ability to read and interpret documents such as blue prints, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Ability to deal with last minute issues and repairs.
- Ability, Knowledge and Experience with operation of dump truck, tractor, fork lift, saws, drills, welders, lawn mowers and other hand and power tools used in the area of responsibility.

Certifications, Licenses, Registrations

- Possession of or ability to obtain a valid Wisconsin Driver's License
- Have a safe driving record with insurance coverage.
- May be required to complete the following within six months of hire: forklift certification.

Work Environment

- Work is performed at the fairgrounds and buildings.
- Work involves heavy lifting, digging, bending and working in adverse weather conditions.
- The position is impacted by urgent time deadlines to prepare the fairgrounds for major events and uncontrollable interruptions and distractions to meet the public's needs.

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.
- Ability to traverse a variety of walking surfaces as needed, including stairs.
- Exposure to the following materials may occur (this list is a sample and is not meant to be exclusive): cleaning/sanitation chemicals, solvents, volatile organic chemicals, environmental pollutants, paints, epoxies, abrasives, etc.
- Safety rule/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel; and reach with hands and arms.
- The employee frequently is required to stoop, kneel, crouch.
- The employee is occasionally required to sit, climb or balance.
- The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

~Approved 22 April 2021- County Administrator