



## GEM COUNTY FAIRGROUNDS

**JOB TITLE:** Temporary Fairgrounds Assistant  
**DEPARTMENT:** Fairgrounds  
**REPORTS TO:** Board of County Commissioners  
**SALARY:** \$13.38 per hour  
**CLOSING DATE:** Open until filled  
**BENEFITS:** N/A

**DATE:** 03/14/2023

### SUMMARY

This position supports the groundskeeper to maintain all property and equipment on the fairgrounds. The primary role of this position is to prepare the fairgrounds for the annual fair and rodeo.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate equipment and vehicles as required to maintain and keep the race track and rodeo grounds in good and usable condition
- Ensure security by locking all buildings and removing keys from equipment when not in use
- Maintain Fairgrounds building, and restrooms, in a clean and usable condition
  - Maintain shop in an orderly and clean condition
- Maintain and distribute trash containers to assure no accumulation of trash or litter
- Maintain and care for the healthy conditions of trees, plants, infield and grass areas
- Perform minor repairs and maintenance of facilities and equipment
  - Maintain an active inventory of all equipment and tools
  - Perform light plumbing, i.e., sprinklers, faucets/waterlines, commodes and sinks
  - Perform carpentry work, i.e., tables, benches, fences/gates (including horse barns, rodeo arena and track rails, and minor building repairs
- Paint tables, benches, trash receptacles, etc.
- Perform other duties as assigned or needed

### KNOWLEDGE, SKILLS, AND ABILITIES

#### **Knowledge of:**

- Demonstrable experience in operation of farm trucks and tractors and equipment, lawn mowers and accessories and small hand tools
- Knowledge of basic plumbing
- Knowledge of basic carpentry

#### **Ability to:**

- Able to lift up to 75 pounds
- Able to work irregular and weekend hours with the approval of supervisor

## **ACCEPTABLE EXPERIENCE AND TRAINING**

- Basic carpentry skills
- Basic plumbing skills
- Farming experience or understanding of farm equipment
- Landscaping or other outdoor maintenance experience

## **SPECIAL QUALIFICATIONS**

- Possession of a valid Idaho driver's license
- Subject to pre-employment drug and background checks

## **TYPICAL PHYSICAL REQUIREMENTS**

- Outdoor environment subject to changing conditions and inclement weather
- Working on ladders at varying heights
- Exposure to environmental conditions which may include chemicals, fumes, noise from vehicle and equipment operation, dust, dirt, oil/grease, gases, and pollen
- Working with or around machinery with moving parts
- Subject to loud noises
- Sitting, standing, and walking for extended periods of time
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds
- Occasional stooping, kneeling, crouching and repeated bending
- Dexterity of hands and fingers to operate grounds equipment and tools
- Repetitive use of wrists and/or hands
- Ability to maintain balance
- Reaching overhead, horizontally and above the shoulders
- Ability to effectively communicate in an articulate manner

## **APPLICATION PROCESS**

- Applications are available on the Gem County website at: <http://www.gemcounty.org/files/human-resources/publications/EmploymentApplication-Form.pdf>.
- Applications along with a resume should be submitted directly to the Gem County Fair Board 2199 S Johns Ave Emmett, Idaho 83617
- Questions regarding this job opening should be addressed to Debbie Lawrence at [gemcofair@co.gem.id.us](mailto:gemcofair@co.gem.id.us)

### ***DISCLAIMER:***

*To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.*

