

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: Support & Operations Staff
DEPT: Community Events and Recreation

FLSA STATUS: Non-Exempt
Approved: 3/17
Range: 12

SUMMARY

Under the direction of the Manager of Cultural Events and Recreation, the responsibilities of Support & Operations Staff include set up and breakdown of events, performing manual custodial and general maintenance work for the fairgrounds. Employees within this classification are expected to maintain the security of the assigned premises and assure that any confidential information is not disclosed to unauthorized parties.

ESSENTIAL FUNCTIONS

Sweeps, mops and cleans carpets and floors in event facilities.

Collects and empties wastebaskets and recycle bins, separates items for recycling when necessary; hauls garbage and recyclables to transfer station as assigned.

Cleans mirrors, light fixtures, windows, walls, office space, and drinking fountains; performs touch-up painting and minor repairs to fairgrounds facilities.

Cleans restrooms, barns and other areas within the fairgrounds and Hegewald Center as assigned.

Moves and sets up furniture, including tables, chairs, tents, event equipment, supplies, and other equipment.

Secures buildings, doors, and windows.

Sweeps sidewalks and assists in keeping outside premises in an orderly condition.
Provides general landscaping and watering within the fairgrounds;

Mows grassy areas in the general facility of picnic shelter, camping and park areas on the fairgrounds as assigned.

Operates a fork lift.

Operates a golf cart for various tasks including trash removal, guest service and general labor on the fairgrounds.

Operates vehicles to take trash to the transfer site and other duties as assigned.

Provides customer service to campers, patrons and vendors.

PERIPHERAL FUNCTIONS

Responds to renters needs for information, access or repairs necessary to successfully implement the event.

Opens buildings for users when requested.

Maintains cleaning equipment and supplies; performs laundry duties of towels, mops, dust mops, etc.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the proper and safe use of cleaning agents, chemicals, etc.

Knowledge of basic safety precautions in the performance of the work.

Knowledge of safety and proper operation of Fork Lift and other grounds maintenance equipment.

Knowledge of proper operation of vehicles.

Skill in the operation of forklifts, vehicles, and other grounds maintenance equipment.

Skill in time management and organization.

Skill in effective use of cleaning agents and chemicals in a safe and proper manner.

Ability to read and interpret work orders, set up diagrams and equipment instruction manuals.

Ability to use janitorial equipment and tools properly.

Ability to use small hand tools and maintenance equipment properly and safely.

Ability to understand and follow oral and written instructions.

Ability to work independently, completing tasks in an efficient manner.

Ability to follow established policies and procedures.

Ability to perform repetitive work on a daily basis.

Ability to maintain the security of assigned work area, and to maintain confidentiality.

Ability to maintain a professional working relationship with co-workers, other county staff and the general public.

Ability to operate various vehicles to transport employees and public for county purposes.

EDUCATION AND EXPERIENCE

Applicants for this position are expected to have six (6) months general custodial and grounds

maintenance or an equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions of the position.

Valid driver's license required. Must be 18 years of age.

Forklift Training and Certification within 30 days of hire.

WORKING CONDITIONS

Work is performed approximately 50% indoors and approximately 50% outdoors. Rotating shift work is required. Potential hazards exist in working with chemicals and/or cleaning agents.

PHYSICAL REQUIREMENTS

The duties of the above position require the ability to climb ladders, operate vacuum, carpet cleaner, and buffers, pushing, pulling, walking, stooping, bending, crawling, reaching, twisting, and the ability to lift up to 50 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, age, sex, religion, physical/mental disability, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status, guide dog or service animal, and genetic information or any other protected status under federal or state statute.
