

IOWA STATE FAIR AUTHORITY JOB DESCRIPTION

POSITION: MAINTENANCE WORKER II

TYPE OF POSITION: FULL TIME

HOURS OF WORK: HOURS VARY

EFFECTIVE DATE:

NAME OF IMMEDIATE SUPERVISOR: Clinton Wallace

WORK DUTIES:

TIME % DUTIES

- 45% Provide building and grounds service needs during an event so that the buildings and grounds are ready for use prior to events and returned to original condition following an event.
- Prepare buildings, grounds, and arenas leased for an interim event; areas are clean and set-up according to drawings and specifications for that event.
 - Tear down after the event should be done timely so that buildings and grounds are returned to their original condition following events and will pass a visual inspection by your lead.
 - Set-up/tear down of Interim Events shall include the installation and removal of rented equipment (tables, chairs, stage sections, drape, etc.) in addition to post event trash removal and sweeping as coordinated by your lead.
 - Sidewalks and outside perimeter of event grounds and buildings are checked daily so any obstructions and trash are picked up.
 - Trash containers are to be emptied in a timely manner.
 - Liquid spills are to be promptly cleaned.
 - Additional equipment needed by the lessee, i.e. tables, chairs, etc. is provided in a prompt and courteous manner and set up according to the user's needs.
- 30% Performs grounds maintenance tasks such as cleaning sewer intakes, snow removal and mowing.
- Follow written and oral instructions for the tasks assigned, asking any necessary questions so that each project is understood and results in a completed project that would need only minor adjustments.
 - There are no reported instances of operating any motorized equipment without using all the proper safety equipment.

- 15% Operate Iowa State Fair machinery and vehicles for use in facility preparation of Interim events and Iowa State Fair grounds maintenance.
- Care is exercised in operating Iowa State Fair machinery and no instances of damage, abuse or negligence are reported.
 - Show rings and exercise rings are properly prepared and a visual inspection by the lead person results in no more than one instance per month of having to redo the work.
 - Care is exercised in loading and unloading equipment and there are no instances of damage to equipment or property resulting from negligence or carelessness.
- 05% Performs semi-skilled maintenance and related tasks. Operate air compressor, jackhammer, earth compactor and power tools.
- No reported instances of operating any equipment without using all the safety equipment.
 - No instances of damage to equipment due to negligence or abuse.
- 05% Work with trades personnel in the construction field such as pouring concrete, laying pipe, and building concrete forms.
- Follow oral and written instructions of the lead person and produce a finished product that is acceptable for the task at hand and does not have to be redone.
 - The job site is kept neat and orderly according to the lead person and the result of a visual inspection will be an acceptable job site.

ESSENTIAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- A. Ability to read.
- B. Must be able to follow oral and written directions.
- C. Must have a valid driver's license. May be required to obtain a CDL Class B Operator's license with endorsements within a period of time as determined by the Iowa State Fair Authority.
- D. Physically mobile enough to enter, exit and operate skid steer loaders, tractors, forklifts and dump trucks.
- E. Must be able to operate hand and power tools such as saws, drills, augers and jack hammers.
- F. Must be able to stand, walk, and sit; use hands to finger, handle, and maneuver or feel objects, tools or controls.
- G. Must be able to reach with their hands and arms, climb and balance themselves; stoop, kneel, crouch, or crawl.
- H. Must be able to communicate and hear well either naturally or with correction
- I. Must be able to see well and have good peripheral vision, either naturally or with correction.
- J. Must be able to wear a respirator.

- K. Displays high standards of ethical conduct. Exhibits honesty and integrity and refrains from theft-related behavior.
- L. Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to providing quality service.
- M. Displays a high level of initiative, effort and commitment towards completing work on time. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- N. Cooperates with supervisors and makes an effort to follow policy.
- O. Aligns behavior with the needs, priorities and goals of the organization.
- P. Encourage and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.
- Q. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

THE WORK ENVIROMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee frequently works near machinery. The employee is frequently exposed to wet, hot, cold and/or humid conditions and rough terrain. The employee may be required to work outside or in an unheated building. The noise level in the working environment may be very loud.