

**Butte County Fair Association
Butte County Fair**

**Duty Statement
Senior Maintenance Worker, County Fair**

Application Deadline: May 9, 2025

I. Position Identification

The Butte County Fair Association strives to maintain and promote its facilities in a manner that encourages year-round use and to annually produce a fair that showcases the area's agriculture and other talents of its culturally diverse communities.

Under the direction of the CEO, the Senior Maintenance Worker is responsible for the most difficult building and grounds maintenance and operation of all properties and facilities of the Butte County Fair.

Classification:	Senior Maintenance Worker, County Fair
Working Title:	Sr. Maintenance Worker
Location:	Gridley, CA
Date Prepared:	April 28, 2025
Work Hours/Shift:	Full Time; various shifts
Salary Range:	\$55,000-\$66,000, DOE

II Essential and Non-Essential Job Functions

A. Essential Functions

Function #1: Maintenance of Buildings and Grounds 50%

- Perform and lead general grounds maintenance work, including landscaping, keeping grounds clean and orderly at all times.
- Perform and lead general maintenance work such as painting, carpentry, plumbing, and electrical work.
- Plan and prepare the needed facilities and maintenance required for clients' specific needs.

Function #2: Logistical Coordinator and Client Liaison for all Facility Events 20%

- Responsible for the planning, organizing, and directing the maintenance crew in the set-up, equipment dispersal, and layout of the buildings and grounds for renters, event promoters, and other clients.
- Meet with the renters to plan events and act as the liaison between clients and the CEO.
- Directs the maintenance of the fair facilities in connection with the presentation of a wide variety of shows, exhibitions, meetings, and the annual fair.
- Keep management informed of the state of a particular event set-up.

Function #3: Materials, Supplies, and Equipment Purchaser **10%**

- Responsible for ordering all materials, supplies, and equipment needed to operate both the buildings and grounds portion of the facility.
- Secure bids from independent contractors, state contacts, material information sources and other vendors.

Function #4 General Safety and Equipment Operation Instructor **10%**

- Responsible for all safety training of staff and for their instruction on the correct use of numerous types of motorized and mechanical equipment. Safety training would include proper use of fire extinguishers, personal protective equipment (such as gloves, eyewear, and safety harness), tag-out/lock-out procedures, the correct lifting of heavy or awkward objects, and the proper use of a variety of landscape, hand tools, and clean agents.
- Operate and service different types of equipment (tractors, forklifts, riding mowers, backhoes, and a variety of power landscape tools).
- Responsible for the upkeep of all maintenance and grounds equipment to see that it is properly serviced and maintained.

Function #5 Hazardous Materials and Recycling Coordinator **5%**

- Responsible for properly labeling and safe storage of used motor oil, oil filters, antifreeze, batteries, and solvents as mandated by county and state officials. These hazards will need to be inventoried and disposed of periodically with a state recognized environmental disposal company. Detailed records of amounts and numbers of items must also be kept and be available for review.
- Responsible for the facility's state mandated recycling program. Follow procedures for recycling aluminum, plastic, cardboard, cooking oil, and a variety of other items deemed inappropriate for landfill disposal. Detailed records must be maintained and annual reports submitted to the state offices with the amounts and percentages of these materials.

B. Non-Essential Functions

Function #4: Miscellaneous Duties **5%**

- Other duties required by Management.

III. Work Environment

The work environment will be a combination of indoor and outdoor to include general buildings, maintenance shop, and various outdoor areas.

Night and weekend work is expected, especially during Fair time and special events. This position requires the incumbent to be able to lift over 50 pounds, stand and walk many hours during the day, and must be able to work in hot and cold weather.

IV. Required Documentation

Application (Found in Fair Office), Resume, Drivers License, Social Security Card