

Department: Public Works
Classification: Competitive
Grade: 12

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DOCUMENT 01

FAIRGROUNDS FACILITY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for overseeing the efficient maintenance, operation, and repairs of the county fairgrounds' property, grounds, and equipment. An employee in this class supervises and participates in work of a general maintenance nature. The position may require the publicizing of events that may be held at the facility and make recommendations to the Board of Supervisors. The incumbent will be under the direct supervision of the Superintendent of Public Works with considerable leeway for the exercise of independent judgment in planning and carrying out the details of the work. Supervision may be exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans and schedules programs of preventative maintenance and repairs of buildings and grounds;
- Assigns subordinate personnel to maintenance and repair tasks, and determines work priorities;
- Inspects and supervises repairs and alterations performed by private contractors;
- Develops procedures to handle emergency situations;
- Conducts periodic inspections of the conditions of the buildings and equipment to ascertain maintenance needs;
- Estimates orders and maintains inventory of materials and supplies needed for orderly operation of facility;
- Recruits various organizations for lease or rental of facility for events;
- Publicizes facility through media sources;
- Creates and maintains contracts and fee schedule for use of facility.
- Keeps accurate reports and records of contracts and monies received;
- Creates and maintains operating budget as required;
- Assists in the preparation of facility for promotional events and county fair.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building and repair practices; ability to supervise the work of others engaged in maintenance and repair; good knowledge of the tools, terminology, and practices in the operation and maintenance of electrical, plumbing, heating, and ventilating equipment; ability to estimate cost and quantity of materials needed for repairs; ability to maintain inventory of supplies; ability to develop and maintain costs within a prescribed budget; ability to establish and maintain cooperative relationships with public officials,

Fairgrounds Facility Supervisor, Continued

contractors, and general public; ability to communicate well with others - both in writing and orally; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in Economics, Civil or Environmental Engineering, Planning, or related field and two years experience in standard mechanical or construction trades - planning or civil engineering; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four years of satisfactory experience in building trade activities or in any of the standard mechanical or construction trades; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) or (b).