



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Fairgrounds Assistant

Department: Fairgrounds

Pay Grade: 5

FLSA Status: Non-Exempt

JOB SUMMARY

Under the immediate supervision of the Fairgrounds Manager, this position provides event support including equipment set-up and clean-up, technical support, and light maintenance for all outdoor and indoor facilities on the Ouray County Fairground. The Fairgrounds Assistant performs duties as needed during day or evening hours and under various weather conditions. Occasional weekend and holiday work is required.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of semi-skilled duties, including set-up and break-down of all equipment, event support, and is responsible for customer needs during events as determined by the Fairgrounds Manager.
- Assists the Fairgrounds Manager with the coordination of a variety of volunteer labor sources for projects within the Fairground facilities.
- Provides facilities maintenance and inventory control of supplies.
- Assists with the budget and computer tracking.
- Provides courteous customer assistance to the users of all facilities on the fairgrounds.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or general education degree (GED).

Certifications and/or Licenses:

Knowledge, Skills and Abilities:

- Possesses a general understanding of private, public and community meetings, conferences, banquets and performances; both indoor and outdoor.
- Possesses a general knowledge of horses, other livestock, and their associated needs.
- Must be able to follow directions from the Fairgrounds Manager, must be self-motivated, able to work independently, and meet deadlines.
- Must have a general understanding of budgets and their impact on the operation of the fairgrounds.
- Must be able to write basic status reports and effectively present information and respond to questions from management, volunteers, customers and the public.
- Must possess basic mathematical skills, such as addition, subtraction, multiplication and division.
- Must be able to work a flexible schedule, including early mornings, evenings, and weekends or holidays.
- Must be willing to learn and attend training if necessary upon request of the Fairgrounds Manager.
- Needs to have basic computer knowledge, using Microsoft Office products (i.e. Word, Excel, and PowerPoint).

PHYSICAL DEMANDS

This job requires frequent talking or hearing, frequent gripping or feeling with hands; typing/repetitive movement, frequent reaching with hands and arms, frequent standing, frequent walking, occasional stooping, kneeling, crouching, or crawling, occasional climbing or balancing, and occasional sitting. Frequently required to lift up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee may be exposed to indoor environment, outdoor environment, noise, potential for violence/physical altercations, and sharp objects/tools.