

Weston County Fairgrounds

Maintenance Manager Job Description

Job Requirements

Age: Must be 18 years of age or older

HIGH SCHOOL GRADUATE/GED: Must have a high school diploma/GED

Driver's license: Must have a valid Wyoming Driver's License

Specifications are intended to present a descriptive list of the range of duties performed by employee. They are not intended to reflect all duties performed with the job and/or department. More discussion at time of interview.

Essential Functions: This position is essential for all maintenance and upkeep of the Weston County Fairgrounds, including grounds, buildings, equipment, fences, fixtures, inventory, and tools related to the use and activities of the fairground. To maintain the fairgrounds standards, the position requires the following:

- Conducting daily checks and inspections of fairgrounds, arenas, buildings, equipment
- Prepare all areas and equipment of fairgrounds for events for maximum use of the facility
- Report to fair board each month
- Communicate with Office Manager
- Be available or provide personnel for on-call for all events

Knowledge and Skills:

- Be able to do simple repairs and maintenance of various items for all buildings inside and out
- Be able to maintain roads and grounds in general to include: landscaping, fencing, fixtures, keeping grounds groomed and organized with good curb appeal, arena plowed, raked, ready, pens cleaned.
- Be able to operate equipment in a safe manner, do required maintenance, keep service records, fuel records and keep equipment organized
- Be able to keep shop cleaned and organized, barns clean and organized, arenas cleaned, grounds clean
- Be able to provide knowledge and experience of welding, mechanical repairs, electrical, plumbing, equipment operation and maintenance
- Be a self-starter: be able to see what needs to be done and proceed to do it.

Salary and Benefits:

- Position will be an exempt position requiring 40 plus hours per week with additional hours as needed
- Base schedule is 8:00 A.M. to 5:00 P.M. Monday Thru Friday
- Salary will be paid monthly
- There is no overtime or compensation time in this type of exempt position
- Benefits may include: insurance, retirement, 401k, holiday, sick leave

Special Requirements: All successful applicants will require a back ground check. The Weston County Fairgrounds is a Drug Free workplace. All staff may be subject to drug testing. All Buildings and equipment are smoke free.

Please submit cover letter and resume to:

Weston County Fairgrounds, 24 Fairgrounds Road, Newcastle, WY 82701

Position open until filled