

**OKANOGAN COUNTY COMMISSIONERS
RESOLUTION 90 - 2021**

A resolution reclassifying Fairgrounds Maintenance Coordinator position

WHEREAS, the Board of County Commissioners has restructured the Fairgrounds and Facilities removing the maintenance positions from Courthouse Maintenance and put the positions within the Fairgrounds and Facilities budget; and

WHEREAS, the Fairgrounds Maintenance Coordinator will oversee one full-time Maintenance Technician position and one temporary seasonal Fairgrounds Maintenance Technician in a first line supervisory capacity ultimately being supervised by the Fairgrounds Facilities Manager; and

WHEREAS, the Board of County Commissioners recognizes the necessity to reclassify the Fairgrounds Maintenance Coordinator position to a higher grade; and

WHEREAS, due to the supervisory requirements of the position, the Human Resources Department has requested a grade change for the position; and

WHEREAS, it is the desire of the Board of County Commissioners to provide adequate services and support to the citizens of Okanogan County.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Okanogan County Commissioners that effective July 21, 2021, the Fairgrounds Maintenance Coordinator position (MNT009FMC-007) grade 16 is hereby reclassified to a grade 18. (Job description attached).

DATED at Okanogan, Washington this 27 day of July, 2021.

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**



Chris Branch, Chairman

ATTEST:




Approved Remotely
Andy Hover, Member


Laleña Johns,
Clerk of the Board


Jim DeTro, Member



Job Description

Okanogan County, Washington

TITLE: FAIRGROUNDS MAINTENANCE COORDINATOR

Scope of Responsibility: Under the direction of the Fairgrounds Facilities Manager, the Fairgrounds Maintenance Coordinator is responsible for the coordination and performance of maintenance activities within the Okanogan County Fairgrounds.

The incumbent is responsible for accomplishing the repair, maintenance and upkeep of county fairgrounds facilities and grounds and fill in when needed to accomplish courthouse complex ground and building maintenance. Individuals are expected to be knowledgeable regarding equipment used in buildings and grounds maintenance and may have particular expertise on specific types of equipment. Individuals should be able to apply practical knowledge of the skill field to resolve problems and contribute suggestions for facility improvements. Requires the incumbent to regularly and routinely communicate with the Maintenance Supervisor to coordinate maintenance tasks between the fairgrounds and courthouse complex. This position requires decision making related to the best use of time, materials and processes used for performing the work, setting work priorities and selecting proper tools and equipment to safely and efficiently accomplish the work assignment.

Supervisory Responsibility: Provides supervision and directs the work activities of assigned employees such as temporary maintenance crews and or jail trustees. Assigns and monitors the use of jail inmate trustees when available; prioritize, assign and monitor work; evaluate projects for repairs; recommend and implement decisions regarding work responsibilities.

Essential Functions:

- Plan, assign, monitor, review and evaluate the work of maintenance personnel and contractors performing carpentry, electrical, plumbing, minor mechanical, painting, signs, lock and door repair, furniture moving and repair and general building and grounds maintenance duties.
- Inspect buildings, heating and lighting systems, fixtures and other related areas to anticipate and prevent future problems and report to supervisor. Perform preventative maintenance activities such as adjusting or replacing belts, filters and related tasks.
- Develop and evaluate on-site procedures and processes to accomplish assigned tasks in accordance with accepted standards and safety considerations.
- Coordinate building and grounds maintenance functions with Fairgrounds Facilities Manager.
- Provide assistance to Fairgrounds Facilities Manager on coordinating events to ensure proper set-up and tear-down of leased areas.
- Train and oversee employees in the safe operation of departmental equipment, tools, work techniques and skills.
- Ensure all assigned equipment and machinery is maintained, repaired, and kept in a safe working condition; maintain a file of operation and maintenance manuals provided by equipment manufacturers.
- Select appropriate equipment and materials to complete work according to specifications, verbal instructions and established procedures.

- Perform routine maintenance of Fairgrounds. Utilize carpentry, plumbing, masonry, electrical and painting skills for completion of facility repair, maintenance and construction projects.
- Perform landscape functions including mowing, watering, weeding, trimming, raking, pruning, planting and edging. Requires the use and application of fertilizers, herbicides and pesticides; gas lawnmowers; gas weed eater; and electric trimmer.
- Sweep, shovel and de-ice walkways, sidewalks, stairways and other paths leading to and from buildings and facilities.
- Maintain sprinkler and irrigation systems including as-builds.
- Safely Operate and maintain a variety of maintenance equipment necessary to maintain and repair facilities and grounds. Examples of operating equipment include: tractor and implements, pickup truck, dump truck, power tools, mower, trimmer, table saw, miter saw, drill press, belt sander, airless paint sprayer, cordless/electric drill, masonry hammer drill, and power nail gun etc.
- In consultation with the Fairgrounds Facilities Manager, purchase necessary materials, supplies and services using appropriate bid procedures. Discuss purchasing problems and issues with vendors and maintenance contractors. Research and gather information on assigned projects and purchases of equipment and tools.
- Ensure that all purchasing, contracting and inspection documents and invoices are submitted in a timely manner to the Fairgrounds Facilities Manager for payment processing and authorization by the Board of County Commissioners.
- Prepare bathrooms, boilers/air conditioning/water towers, softeners for seasonal change (Drain, Clean, Repair, Winterize) Notify repair and maintenance contractors of equipment and fixture breakdowns when necessary. Confer with contractors performing work to resolve problems.
- Respond to requests, inquiries and complaints from various citizens and county personnel in a courteous professional manner. Provide information within scope of knowledge and authority or refer to supervisor.
- Assist with the raising/lowering of US/State flags as assigned.
- Perform custodial tasks at Fairgrounds buildings, including sweeping, mopping and sanitizing rest rooms and replenishing supplies, hanging decorations, cleaning and other custodial tasks as assigned.
- Perform other related job functions as assigned.

Minimum Qualifications:

- Three years of work experience in the field of facilities maintenance.
- One year supervisory work experience.
- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.
- Possession of a valid Washington State Driver License.

Special Requirements:

- Ability to satisfactorily pass a comprehensive, in-depth driving history and background investigation that shows no activity that could directly affect the ability to perform the job.
- Individuals assigned to this position work in the capacity of a confidential employee. Any breach of these terms and conditions of employment may result in immediate discipline, up to and including termination.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices and techniques of facility maintenance and related tools and equipment.
- Knowledge of methods and procedures for management, organization and supervision.
- Knowledge of safety and environmental hazards and applicable laws and regulations.
- Knowledge of occupational hazards and safety practices and procedures to safely use assigned materials, equipment and tools typically used for routine maintenance and custodial duties.
- Knowledge of health, safety and infection control regulations.
- Knowledge of a wide variety of cleaning materials, methods, equipment and procedures used to perform duties.
- Ability to effectively communicate, supervise, plan, organize, assign, coach, motivate and evaluate the work of assigned staff.
- Ability to plan and implement policies, procedures, and ensure compliance with local, state, and federal health and safety regulations.
- Ability to establish and maintain cooperative, effective and productive working relationships using tact, patience and courtesy.
- Ability to operate hand, power-operated tools and equipment.
- Ability to operate motorized equipment to include, but not limited to tractor, implements, pick-up truck, dump truck, push and riding lawn mowers, line trimmers, pressure washers, buffers, floor scrubbers, sweepers, and carpet shampooers.
- Ability to physically perform the essential job functions.
- Ability to appear for scheduled work with regular, reliable and punctual attendance.
- Ability to understand and follow oral and written instructions.
- Ability to complete assigned tasks independently.

Physical Demands and Environment:

The working environment for this position is both indoors and outdoors and of a physically demanding nature. The duties require work outdoors in all types of weather. Requires walking on various types of surfaces including rough terrain, sitting, standing, ability to maintain balance, climb stairs, ladders and inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist; requires a sense of touch, finger dexterity, gripping with fingers and hands, and carrying 50 pounds; ability to operate equipment, passenger vehicles, properly handle chemicals, exposure to noxious weeds and plants, dust, pollens, insect stings. Requires wearing of safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, safety shoes and rubber boots. Follows infection control practices including hand washing techniques, standard precautions and isolation techniques.

Acknowledgements:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

Effective Date: 7/20/2021	EEO: 8	Department: Commissioner's Office
Dates Amended: 07/20/2021	Union: None	Division: Fairgrounds
FLSA Exempt: No	Grade: 18	Pos #: MNT009MT2-007