

**Crawford County Fairgrounds**



# Maintenance Agreement

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**CRAWFORD COUNTY FAIRGROUNDS OFFICE**  
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# Crawford County Fairgrounds—Maintenance Agreement

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**TITLE:** Maintenance Director

**DEPARTMENT:** Crawford County Fair

**IMMEDIATE SUPERVISOR:** Crawford County Fair Board members & Fair Coordinator

**Date:** February 6, 2014

## **NATURE OF WORK**

This position is responsible for performing a variety of custodial, janitorial task, building/equipment maintenance and repair work in or in the areas around the buildings of the Crawford County Fairgrounds'. May perform these duties at any time. This contract does not include overseeing the mowing or winter rental storage. The duties and responsibilities listed are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of this position/contract.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

- Specialized training in custodial, janitorial and building/equipment maintenance, preferred or relevant experience
- Training in universal blood and bodily fluid precautions, desirable
- Valid Wisconsin driver's license and CDL, required

### **EXPERIENCE:**

- At least two years' experience in custodial, janitorial and building/equipment maintenance work required
- Experience in general automobile, tractor, small engine (i.e. skid steer and ATVs) maintenance required

*Note: Equivalent combinations of job related education and experience may be considered.*

### **References Required**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of maintaining plumbing, electrical and sound system repair
- Ability to operate and maintain automobiles, tractors and small engines (i.e. lawnmowers, skid steers, ATVs, portable generators)
- Ability to operate and maintain housekeeping equipment (i.e. floor scrubbers and buffers)
- Knowledge of cleaning methods and procedures
- Knowledge of use and effects of hazardous materials such as soaps, disinfectants, powders, polishes and waxes
- Knowledge of window washing
- Ability to follow oral and written instructions
- Ability to meet the physical demands of the job including bending, lifting up to 100 lbs., carrying up to 60 lbs., moving, climbing, stooping, snow removal, and stand or walk for most of the working day
- Ability to work effectively and harmoniously with others: co-workers and public alike
- Knowledge of universal blood and bodily fluid precautions

**ESSENTIAL FUNCTIONS:**

- Perform a variety of custodial, janitorial tasks, building/equipment maintenance and repair work by performing carpentry on buildings, conducting preventative maintenance checks in or in the area around the buildings of the Fairgrounds
- Perform maintenance, plumbing, electrical and sound systems including repair, installation and set up as needed
- Perform preventative maintenance checks on Fairgrounds equipment as needed
- Check and report to the Fair Coordinator or Fair Board on need for repairs
- Change light bulbs
- Change and evaluate light fixtures/ballasts
- Keep walkways, lobbies, offices, stairs and equipment in a clean and orderly condition
- Cleaning to include but not limited to sweeping, mopping, scrubbing, stripping, waxing /or polishing floors, vacuuming /or shampooing carpets or rugs, washing, dusting, waxing /or polishing furniture, washing walls, woodwork, windows, draperies, fixtures, and cleaning computers and equipment and other special cleaning/maintenance projects as required or needed. Clean and sanitize restrooms and keep them supplied with soap, towels and toilet paper
- Clean and sweep all buildings for fair exhibits, clean barns and remove manure from buildings
- Collect and dispose of trash and recycling
- Assist in Crawford County Fair setup/teardown and assist the public as needed
- Load and transport office and other supplies
- Arrange for snow removal as required
- Painting as needed
- Participates in meetings, workshops, trainings and seminars for the purpose of conveying and/or gathering information required to perform job duties
- Maintains assigned vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information
- Perform other duties as may be requested
- SUBJECT TO ON-CALL DUTY
- EVENING AND WEEKEND WORK WILL BE REQUIRED (ONE WEEK PRIOR, WEEK OF, WEEK AFTER) Crawford County Fair and available as needed for additional events such as: Safety Day Camp, Fair Clean-up, Apple Fest, 4-H events, etc.

**SUPERVISION RECIEVED:**

- Additionally, receive work assignments from Fair Coordinator and Crawford County Fair Board Members
- General and specific assignments are received and work is performed according to prescribed methods and procedures

**SUPERVISION EXERCISED:**

- May supervise Experience Works, community Service Workers, Limited Term Employees and Volunteers
- Responsible for providing at least two hundred man hours during the fair week
- Duties are not limited to, those listed in the job description (1-week per, during and week following the fair. I.E. Such as special events, on-call duty, etc.)

**INSURANCE**

Must Provide Proof of liability insurance (at least one million dollars).

**Party of the first part agrees to meet with Crawford County Fair Coordinator and Crawford County Fair Board four (4) times during the life of this agreement to discuss his/her adherence to the terms and conditions of said agreement:**

\_\_\_\_\_  
Maintenance Agreement Holder

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Amanda Nagel, Coordinator  
Crawford County Fair

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Pete Flesch, Chairman  
Crawford County Fair Board

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Ray Martin, Secretary  
Crawford County Fair Board

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Wade Dull, Member  
Crawford County Fair Board

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Dave Olson, Member  
Crawford County Fair Board

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Elling Jones, Member  
Crawford County Fair Board

\_\_\_\_\_  
Date: