

## UNION COUNTY FAIR

### Fairgrounds Caretaker

**Employment Type:** Salaried, Exempt

**Accountable To:** Union County Fair Board

**Supervises:** Co-Supervisor of Seasonal Staff

**Adopted:** January 2021

**Updated:** March 2026

#### GENERAL POSITION SUMMARY

The Fairgrounds Caretaker is responsible for ensuring the security of the fairgrounds, infrastructure, equipment, and inventory. This position oversees the upkeep and maintenance of all fairground structures, vehicles, equipment, and Union County Fair property.

The Caretaker is required to reside in the residence provided by the Union County Fair and must use independent initiative to identify and complete necessary work. All large projects exceeding \$500 must be pre-authorized and prioritized by the Union County Fair Board.

#### ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES

Note: This position may not include all duties listed, and additional tasks may be assigned as necessary.

##### Property & Grounds Security

- Provide security for property, including land, structures, and equipment.
- Monitor fairgrounds regularly.

##### Grounds & Landscaping Maintenance

- Operate tractors, power mowers, weed eaters, and related equipment.
- Perform pruning and trimming of shrubs and trees.
- Complete general landscaping and grounds maintenance.
- Remove litter and debris from grounds.

##### Event Support & Setup

- Set up and tear down tables, chairs, booths, stages, and other equipment for events.
- Perform event cleanup as needed.
- Advise Fair Manager regarding deposit returns.

##### Maintenance & Repairs

- Respond to and assist in resolving maintenance and storage rental issues.
- Paint signs, fences, doors, and interior/exterior of buildings.

- Maintain storage and shop facilities, equipment, supplies, fixed assets, and surrounding areas in a clean and orderly condition.
- Maintain, organize, and repair tools, equipment, and hardware during the off-season.
- Consult with the Fair Manager prior to initiating major repairs exceeding \$500.

### **Safety & Compliance**

- Proactively create safe working conditions and intervene to prevent hazardous situations.
- Follow all OSHA policies and mandated safety procedures.
- Comply with Union County policies and procedures.

### **Meetings & Fair Week Requirements**

- Attend all Fair Board meetings and other meetings as directed by the Fair Board.
- Be on premises and performing work duties, including supervision of seasonal staff, for a minimum of four (4) hours per day during Fair Week (Sunday–Sunday).
- Be present and working during pre-scheduled pre-fair and post-fair cleanup days as determined by the Fair Board. Any absence must be approved by the Fair Board.
- Collaborate with the Fair Board and Manager to coordinate personal work schedule around Fair activities.

## **SUPERVISORY RESPONSIBILITY**

- Manage, supervise, direct, and coordinate work of seasonal staff alongside the Fair Manager.
- May direct and coordinate volunteers.
- Supervision must follow policies, procedures, and safety guidelines outlined in the Union County Employment Handbook.

## **SUPERVISION RECEIVED**

The Caretaker works under the direct supervision of the Fair Manager. If issues cannot be resolved with the Fair Manager, the Caretaker must consult with the Union County Fair Board.

- The Caretaker will review the job description and relevant policies with Union County Human Resources Department upon hire and annually thereafter to ensure an understanding of expectations.
- Complete annual performance reviews with the Union County Fair Board.

## **SPECIFIC JOB SKILLS**

### **Mandatory Knowledge**

- Fair Board policies and procedures.
- Fairgrounds operations and events.
- Facilities and grounds maintenance principles.
- Equipment and tools related to fairgrounds maintenance.
- Regulations and standards governing fairground maintenance.

- OSHA policies and procedures.

### **Skills & Abilities**

- Demonstrate mechanical skills including minor vehicle repair, equipment troubleshooting, and machine maintenance.
- General construction and maintenance skills including plumbing, electrical, framing, and finish work.
- Project a positive and professional image for self and Union County Fair.
- Interact courteously and professionally with the public and private businesses.
- Establish and maintain cooperative working relationships with contractors, colleagues, and the public.
- Communicate effectively, both orally and in writing.
- Attend work as scheduled and/or required.
- Make independent decisions in accordance with established guidelines and use sound judgment with limited supervision.

### **QUALIFICATIONS**

- Experience in custodial or related maintenance work preferred.
- Ability to safely operate tractors and mowers.
- Ability to perform preventative maintenance on tractors, mowers, hand tools, and equipment.
- Possess a valid Oregon driver's license within one month of employment.
- Available to work most weekends and/or evenings throughout the year.
- Moderate computer skills or willingness to learn.
- Ability to successfully pass a background check.

### **WORKING CONDITIONS / PHYSICAL DEMANDS**

Work is performed in and around fairground facilities; work involves exposure to variable weather conditions, hazardous chemicals and materials and machinery with moving parts; subject to standing, walking, bending, reaching, operating equipment, and performing manual labor. Will be required to lift and carry 70 pounds.

## **APPROVALS**

### **Union County Fair Board President**

Signature: \_\_\_\_\_

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

### **Employee Acknowledgment**

I have reviewed this job description and am able to perform the essential functions with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_

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

Performance evaluations will be completed annually.