



HILL COUNTY
JOB POSTING/ DESCRIPTION
May 15, 2023

Job Title: Groundskeeper

Department: Great Northern Fair

Type: (2) Seasonal (40 hrs per week)

Accountable To: Fair Manager

Wage: \$12.01 hourly

Job Overview: Performs general labor and maintenance duties in upkeep of the fair grounds and buildings; This position performs duties requiring ability to operate a variety of hand and power tools and equipment. Must follow safety procedures. Position often works alone requiring self-motivation. May work long and varied hours in inclement weather depending on fairgrounds use. Must be good at problem solving.

Essential Functions (Major Duties or Responsibilities): Position requires ability to communicate, do carpentry, operate hand and power tools; operate lawn mowers and weed eating equipment, climb ladders, paint, repair equipment, move furnishings, visually inspect premises;

Knowledge, Skills and Abilities:

Knowledge: This position requires a general knowledge of operating hand and power tools, and lawn equipment.

Skills: This position requires skills in maintaining facilities and grounds.

Abilities: This position requires the ability to: work unsupervised; work long hours in sometimes inclement weather; communicate effectively; follow safety precautions; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

Minimum Qualifications (Education and Experience): The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Experience in operating farm equipment and shop tools is required.
- Valid Driver's License

he specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.




Hill County is an equal opportunity employer. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

	Fair Manager	05/15/2023
Immediate Supervisor	Title	Date

Commissioner's Review:

	Commissioner	5-15-2023
Mark Peterson	Title	Date
	Commissioner	5-15-2023
Jacob Strissel	Title	Date
	Commissioner	5-15-2023
Sheri Williams	Title	Date

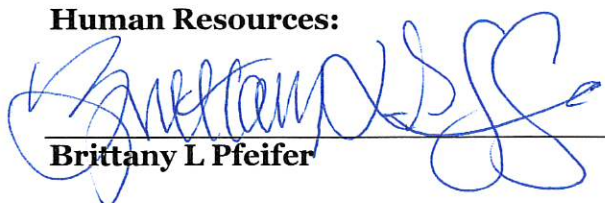
Human Resources Review

Step: 1 **Grade: 6** **Rate of Pay: \$12.01 per hour** ^{BP}

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt FLSA Non-Exempt
- Appointed Elected

Human Resources:

	Human Resources	5.15.2023
Brittany L Pfeifer	Title	Date

HILL COUNTY

POSITION DESCRIPTION

POSITION: Groundskeeper (40 hours/week)

DEPARTMENT: Great Northern Fair

ACCOUNTABLE TO: Fair Manager and/or Fair Commission

SUMMARY OF WORK: Performs general labor and maintenance duties in upkeep of the fair grounds and buildings.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties requiring ability to operate a variety of hand and power tools and equipment. Must follow safety procedures. Position often works alone requiring self-motivation. May work long and varied hours in inclement weather depending on fairgrounds use. Must be good at problem solving.

Personal Contacts: Position works mainly independently; daily contact with supervisor to discuss work for the day.

Supervision Received: Receives instructions from the Fair Manager and/or Fair Commission.

Essential Functions: Position requires ability to communicate, do carpentry, operate hand and power tools; operate lawn mowers and weed eating equipment, climb ladders, paint, repair equipment, move furnishings, visually inspect premises.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Maintains fairgrounds and buildings; repairs facilities.
Operates power tools; does carpentry as needed; paints facilities.
Operates trucks, tractor and lawn tractor to maintain grounds and buildings.
Performs other related duties as required.

JOB REQUIREMENTS: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation:

Knowledge: This position requires a general knowledge of operating hand and power tools, and lawn equipment.

Skills: This position requires skills in maintaining facilities and grounds.

Abilities: This position requires the ability to: work unsupervised; work long hours in sometimes inclement weather; communicate effectively; follow safety precautions; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Experience in operating farm equipment and shop tools is required.
- Valid Driver's License

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Competently maintains fair grounds.
- Competently maintains fair buildings.
- Follows safety precautions in performance of duties.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.