

**Whitman County Human Resources**  
400 N. Main Street • Colfax, WA 99111  
(509) 397-5242 • FAX (509) 397-6355 • [www.whitmancounty.org](http://www.whitmancounty.org)



**JOB ANNOUNCEMENT**

**POSITION:** Operations Coordinator – Palouse Empire Fairgrounds

**DEPARTMENT:** Palouse Empire Fair & Fairgrounds

**STARTING SALARY:** \$2,934 plus benefits

**UNION STATUS** Non-represented

**TO APPLY:** Whitman County Human Resources  
N. 400 Main Street  
Colfax, WA 99111  
(509) 397- 6205

**LOCATION:** Palouse Empire Fairgrounds

**CLOSING DATE:** August 13, 2018 (Monday) at 5:00pm

**SELECTION PROCESS:** Applicants must submit a signed Whitman County application form. The applications will be reviewed and evaluated to determine applicants invited for an interview.

**TO QUALIFY:** See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be present at time of hire.

**WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**AMERICANS WITH DISABILITIES ACT**

Persons requiring accommodation should advise us of that need

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## WHITMAN COUNTY POSITION DESCRIPTION

**Effective Date:** July 30, 2018  
**Position Title:** Operations Coordinator - Palouse Empire Fairgrounds  
**Job Family Classification #:** 135  
**Department Title:** Fair  
**Department Code:** 300  
**Pay Grade:** 6  
**FLSA Status:** Non-Exempt  
**Union Status:** Non-Represented  
**Reports to:** Director and Fair Manager

### BASIC PURPOSE

Manages and supervises the Palouse Empire Fairgrounds on site under the general direction of the Director and Fair Manager. Coordinates facility operations, advises and plans with Director, Fair Manager and Superintendent volunteers for each annual fair, schedules events, and special projects. Trains and supervises full-time seasonal employees and court appointed personnel; coaches volunteers and monitors progress. Provides skilled, licensed maintenance, training and operation of a variety of equipment including water system, trucks, tractors, mowing equipment, arena implements, shop power tools, sprayer, air tools and welder. Supervises and coordinates winter activities.

### NATURE OF WORK

This is responsible work involving the operation, maintenance and security of the Palouse Empire Fairgrounds. The Operations Coordinator is responsible for assisting the Director and Fair Manager in planning the general repair, painting, and maintenance work of the Palouse Empire Fairgrounds. Work will involve considerable contact with the public. The Coordinator must work with, and provide for, all groups which use the facility year round. Work requires the use of field equipment such as hand tools, trucks, riding lawn mowers, and wheel tractors. The Coordinator is responsible for the cleaning of the facilities and grounds, including the campgrounds. The Coordinator works with the Director and Fair Manager in responding to maintenance and management needs. The Coordinator attends monthly Fair Board Meetings to obtain input regarding the preparation and maintenance of the grounds.

This employee also works with youths and/or developmentally disabled adults and is subject to a criminal/background check.

Work is performed in both an office and field setting requiring the employee to perform work in all weather conditions at times. Due to the seasonal nature of the work and events, the work schedule will at times involve weekends, evenings and be intensive in nature during the summer months and during the Palouse Empire Fair. Employee will maintain, improve, and coordinate facility operations of 46 acres with 28 buildings, 60 RV sites, including 15 acres of landscaping, and lawn care. This employee may also assist the department director in planning, administering, and participating in other areas of the Fair Department.

### **SUPERVISION EXERCISED AND RECEIVED**

The Operations Coordinator supervises scheduled events and activities at the Palouse Empire Fairgrounds and is responsible for training and supervision of all seasonal help and court appointed personnel at the facility. Employee will also assist volunteers and monitor progress. Work is performed with an emphasis on self-motivation in addition to general direction, which is given by the Director and Fair Manager in reviewing work for the quality of results obtained and the proper operation of assigned areas of responsibility within the department, and necessary maintenance work needed for the administering of the facility.

### **ESSENTIAL FUNCTIONS**

Operate a variety of maintenance equipment such as light duty vehicles, wheel tractors, lawn mowers, chain saws and weed eaters correctly and in a safe manner. Maintain and care for equipment and hand tools. Detect, through visual observation and hearing, needed repairs and adjustments on equipment and hand tools. Perform mechanical, carpentry, plumbing, electrical and painting tasks. Perform physical labor such as lifting and carrying objects of varying weight, climbing ladders, walking on uneven surfaces, bending, and stooping for several hours at a time. Plan, supervise and coordinate work of subordinates. Respond to on-call emergencies. Act as representative of the department during special events or activities.

### **NON-TECHNICAL ESSENTIAL FUNCTIONS**

Schedule and complete work independently. Work within established fiscal guidelines in determining appropriate maintenance/repair costs and procedures. Evaluate work situations and conditions, and determine appropriate courses of action. Prioritize and complete multiple tasks under limited time frame. Establish and maintain effective working relationships with co-workers and the general public. Inform Director and Fair Manager of progress. Communicate orally and in writing. Work outdoors in all weather conditions.

### **TYPICAL EXAMPLES OF DUTIES**

Perform equipment, facilities, and ground maintenance work including basic mechanical, carpentry, plumbing, electrical work, roof repair, painting, mowing, landscaping, and general facility maintenance. Oversee contracted work on larger projects. Monitor all fuel, maintenance, and rest room supplies and order same according to department procedures. Plan and implement a rodent and weed control program. Coordinate and assist the volunteers for work projects at the facility. Account for all monies paid or owed the department from the use of the campground at facility. Transfer all accounts receivable to the Fair Manager or Financial Specialist for deposit by county procedure. Maintain the grounds and adjacent areas. Enforce regulations regarding parties, group use, use of alcohol and firearms, and other policies as determined by the Board of Whitman County Commissioners and by the Fair Board.

Supervise and assign work of seasonal maintenance help, participating in the repair and maintenance of the facilities and grounds. May assist with recreation activities/events and general activities at other County Facilities. Monitor and maintain public water system at the Palouse Empire Fairgrounds.

### **SELECTION CRITERIA**

Demonstrate ability to meet the criteria of essential functions and non-technical essential functions.

#### **Knowledge, Skills, Abilities**

- Knowledge of the principles and practices of operations and maintenance.
- Some knowledge of mechanical, carpentry, plumbing, electrical work, and painting.
- General knowledge of the principles of agriculture activities and Fair operation activities.
- Some knowledge of landscaping, tree, and shrub care, turf, weed control.
- Some knowledge of operation and maintenance of A/V systems.
- Ability to establish and maintain effective working relations with subordinates, public officials, and the general public.
- Ability to plan, supervise and coordinate the work of subordinates.
- Ability to communicate effectively both orally and in writing.
- Ability to operate, maintain, and care for equipment and hand tools.
- Ability to detect needed repair and make necessary adjustments to equipment.
- Ability to work independently in the performance of regularly assigned duties.
- Ability to assist in provision and coordination of programs as required.

### **EXPERIENCE, EDUCATION, AND TRAINING**

Three years of experience in facilities and grounds maintenance work; OR substituting on a month-for-month basis, any experience, education, or training which would provide the level of knowledge and ability required. Possession of a valid driver's license. Possession of, or ability to obtain, a Public Operator's License for weed control; First Aid/CPR certification and other certification as required by the Department. Successfully pass a drivers and background check.

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