

THE STATE FAIR OF WEST VIRGINIA, INC.
JOB DESCRIPTION
Director of Operations and Facilities

BASIC FUNCTION

To serve under the direct supervision of the CEO to perform a wide variety of tasks associated with the management of the State Fair of West Virginia facilities. This position encompasses the annual State Fair of West Virginia and year around programming opportunities.

QUALIFICATIONS

Basic knowledge of facilities management and planning, as well as basic maintenance skills. Ability to effectively carry out oral and written instruction; ability to develop and maintain effective working relationships with staff, vendors and contractors, and proven success at project management. Capable management skills.

RESPONSIBILITIES

- Keep and maintain the State Fairgrounds in a clean, functional, and safe manner.
- Plans and coordinates the day-to-day functions of the maintenance staff.
- Keeps an accurate record of the hours worked and descriptions of the work performed both for himself and for all employees under his supervision; these records to be submitted to management on a weekly basis.
- Reports in writing to management any problems with personnel under his supervision.
- Stays aware of any needed repairs, improvements, and equipment purchases and communicates these needs to management.
- May be asked to assist in formulating plans for building or remodeling projects.
- Is responsible to see that repair to any of the organization's vehicles and/or equipment are properly performed as agreed-upon.
- Is responsible, when directed by management, for the purchase of building materials, maintenance supplies for the organization's vehicles and equipment, custodial supplies, and other items essential to the day to day operation of the maintenance department.
- Is responsible to see that any deliveries of supplies or materials are properly accounted for.
- Performs preventive maintenance in the areas of plumbing, electricity, painting, carpentry, roofing, and groundskeeping on the organization's property.
- Does incidental painting, masonry, and related building trades work.
- Moves equipment and furniture in buildings and offices of the organization.
- Assists in the handling of special events held on the fairgrounds by scheduling the involvement of the maintenance staff, overseeing the preparation of the grounds and facilities, and overseeing the after-event cleanup.
- Promotes high standards of safety and good housekeeping methods in all work-connected areas.
- Performs other duties assigned by management that are consistent with job qualifications.