

THE STATE FAIR OF WEST VIRGINIA, INC.
JOB DESCRIPTION
General Maintenance

BASIC FUNCTION

To serve under the direction supervision of the Operations/Facilities Manager to perform a wide variety of jobs and tasks generally associated with maintaining the quality of the corporation's equipment, buildings, grounds, and other facilities.

QUALIFICATIONS

Applicant should have knowledge of the standards, methods, tasks, and materials used in plumbing, painting, carpentry, roofing, and grounds-keeping; possess a valid state of West Virginia motor vehicle operator's license; ability to effectively carry out oral and written instruction; and can develop and maintain effective working relationships with others. Electrician apprentice, journeyman license is a bonus.

AREAS OF RESPONSIBILITIES

- Electrical experience is a bonus - Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions.
- Operation of power equipment such as mowers, trimmers, and other machines commonly used in the care of lawns and landscaping.
- Cuts grass and trims weeds throughout fairgrounds and carries out basic landscaping maintenance on flower beds.
- Cleans buildings, washes windows, and empties trash cans.
- Paints interior and exterior walls and trim.
- Carpentry – performs basic rough and finished carpentry work in construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves
- Plumbing and Painting – Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts; maintains and monitors septic system; applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; repairs wall coverings.
- Masonry – lays forms, mixes, pours, and finishes concrete for buildings, sidewalks and slabs
- Various duties inherent to the set-up and cleaning of buildings and grounds during the annual fair and off-season events held on the fairgrounds
- Position involves loading, unloading, lifting and moving of materials, exhibits and equipment.

TERM OF EMPLOYMENT: 12 months

Work Week: 7 days with payroll running Wednesday through the next Tuesday night.

Must be available to work flexible hours including, but not limited to, early mornings, late evenings, weekends and holidays.

Classification: Hourly Position, Nonexempt

Pay Range: Consideration given to both education and/or work experience.

Benefit Package including health insurance, life insurance, dental/vision and 401(K) after one year ; Paid Vacation, Paid Holidays, Sick Leave

The State Fair of West Virginia does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, ancestry, sex, age, disability, veteran/reserve/national guard or any other similarly protected status for an organization of this size