

EXTENDED



Job Title:	Fairgrounds Maintenance and Rental Coordinator	Job Requisition#:	2k17-04-21
Department:	Public Works	Status:	Classified
Revised Date:	7/01/2014	Job Code:	5415
Union Code:	Non-represented	Handles Confidential Info:	No
First Day to Apply:	04-21-2017	FLSA	NE
Last Day to Apply:	Open Until Filled	Entry Wage:	\$19.1676/hourly
		Hours of Work	Varied Days and Hours

GENERAL PURPOSE: Under general direction, plans, directs, coordinates and administers the daily functions and activities of the Sandoval County Fairgrounds including scheduling, contracting of events and rental of facilities; oversees the maintenance of grounds and facilities; coordinates with public and private entities in the planning of events at the fairgrounds; develops and implements the design and construction of the fairgrounds according to the master plan including the layout of construction plans and supervision of construction projects; assists with economic development and tourism in Northern Sandoval County; and performs other support functions as directed.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associates Degree in Agriculture Management, Business/Public Administration, Facilities Management, or related field and three years of experience coordinating and managing the operation and maintenance of fairgrounds, parks and recreational facilities, grounds and facilities maintenance, or livestock/rodeo arenas and grounds that includes events planning and coordination, oversight of grounds and facilities maintenance, project coordination, and budget/contract oversight; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Valid New Mexico Driver's License.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the Assistant Director of Public Works and does not exercise supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and collaborates with engineers, contractors and other County departments in developing the fairgrounds and facilities; coordinates and oversees the layout of construction projects on the grounds; oversees the construction of roads, ponds, fences, parking lots, recreational vehicle (RV) sites, and tent spaces; coordinates and oversees the trenching of water lines, electrical lines, plumbing and other related improvements.
- Coordinates and manages the maintenance and repair of the fairgrounds facilities and grounds; repairs broken water lines, fences, building and fixture repairs; ensures buildings and grounds are clean and well maintained including cleaning livestock area, restrooms and buildings; prepares arena for use; trims and manicures trees and bushes; maintains roads and parking lots; winterizes grounds and performs snow removal when necessary; and prepares facilities for use in spring.

JOB DESCRIPTION

Fairgrounds Maintenance and Rental Coordinator

- Works with community organizations that use the fairgrounds on a regular basis such as the Fair Board, 4-H, County Extension Office; prepares contracts for use of facilities; assist with the coordination and organization of various events; prepares facilities and grounds for events based on required needs; and provides onsite supervision while the events are taking place.
- Prepares and administers policies that govern the fairgrounds; prepares contracts for rental of property; and prepares budgeting of project; assist with preparation of annual budget for the fairgrounds; works on requests for proposals and invitations for bid in conjunction with the Director.
- Responds to telephone calls, writes a variety of correspondence, and conducts research and gathers information related to fairgrounds issues, projects, and/or events.
- Answers inquiries from the general public and others about availability and use of fairgrounds; meets with perspective users and provides information on the development of and usage of fairgrounds.
- Attends various meetings as a representative of the fairgrounds and provides feedback and information to the Director on area activities, concerns, and issues.
- Assists with other projects related to fairground events and activities.
- Performs other related duties as assigned.

Required Knowledge of:

- Operational characteristics, services, and activities related to managing County Fairgrounds.
- Design and development of construction plans, building specifications, including layout.
- Operation of tractors and implements.
- Arena, livestock building and other related building maintenance and repair.
- Mathematical computations sufficient to perform assigned work.
- Principles and practices of project management.
- Methods and techniques of contract/agreement negotiation and administration.
- Principles, methods, and techniques of developing and managing multiple schedules and events planning.
- Pertinent federal, state, and local laws, codes, and regulations.
- Techniques to work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of governmental budget preparation and administration.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Managing and overseeing the daily operations of a County fairgrounds facility to include grounds, buildings, barns, livestock pens, arenas, and other site buildings.
- Negotiating and administering agreements and contracts related to fairgrounds events scheduling and/or construction projects and maintenance.
- Applying project management techniques and principles, designing and reading construction plans.
- Safely operating tractors and other related implements.
- Maintenance of arena and other fairgrounds buildings.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with other department staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and applying applicable federal, state, and local policies, laws, and regulations.
- Preparing and analyzing data and reports including the development and monitoring of program and project operating budgets, costs, and schedules.
- Evaluating processes and procedures for improvement and cost-effectiveness.
- Communicating effectively orally and in writing, responding to inquiries and effectively resolving problems and complaints.
- Working cooperatively with other departments, agency officials, and outside agencies.

JOB DESCRIPTION

Fairgrounds Maintenance and Rental Coordinator

Physical Demands / Work Environment:

- Work is performed in a standard office environment in a fairgrounds setting as well as outdoors.
- Regularly is required to lift or carry items weighing up to 20 pounds; and regularly may be exposed to large or working machinery, extreme weather conditions, and potential physical harm when maintaining fairgrounds, operating equipment, working at events, and working in and around livestock.



**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date