

**POSITION DESCRIPTION  
DARKE COUNTY AGRICULTURAL SOCIETY  
800 SWEITZER STREET  
GREENVILLE OH 45331**

**Class Title:** Grounds Worker  
**Department:** Maintenance  
**Employee Benefits:** None  
**Date:** 2017

**Job Code Number:** N/A  
**Hourly Pay Range:** \$8.15 to \$10.63  
**Status:** Seasonal Full Time/Agriculture  
**Location:** Greenville OH

**GENERAL PURPOSE:**

Assists with all aspects of maintaining the Darke County Agricultural Society's property as well as pre-fair, fair and post-fair duties.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Head Caretaker, according to an established work routine.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Works in conjunction with the Head Caretaker regarding the following:

Assists with all aspects of maintenance on Fairground property

Pickups and Removes trash

Reports problems to Head Caretaker

Makes sure equipment and supplies are ready for use

Performs all safety checks and basic maintenance on equipment

Follows all procedures when filling equipment with gasoline/diesel fuel.

**BENEFITS:**

There are no health, pension or retirement benefits. Employee will receive 7 (seven) paid holidays per year (New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day). Vacation is accrued as follows: Up to one year - 1 week vacation – without pay; After one year - 1 week vacation; After two years - 2 weeks' vacation; After fifteen year - 3 weeks' vacation.

### **Performs other duties as directed JOB CONTEXT:**

The Laborer is a seasonal, full-time position. The immediate supervisor for this position is the Head Caretaker. The person in this position is supervised daily. The person in this position works 40 regular hours (5 days) Monday thru Friday (8am to 4pm). With advanced notice, there may be times when working Saturday (8am-Noon) will be required. 10% of the work done in this position is done indoors; 90% is done outdoors in all types of weather conditions. The Laborer is accountable for the fiscal, safety, and legal issues for which this position is responsible. There is exposure to chemicals and/or hazardous materials in this position such as dust, gasoline, diesel fuel or vehicle exhaust on a regular basis. The stress level associated with this position is average to moderately low, varying with activities. Physical work consists of, but is not limited to, driving equipment for long periods, walking, carrying equipment and shoveling.

### **LICENSES AND CERTIFICATIONS:**

The person in this position must have and maintain a valid driver's license

### **EDUCATION AND EXPERIENCE:**

The person in this position should have a high school degree or its equivalent

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Procedures to maintain vehicles and equipment

Proper grammar and the use of English in speaking and writing

OSHA standards and regulations concerning employee safety

Federal and state statues concerning the work of the department

Mathematical skills, including addition, subtraction, division, and multiplication

Use various types of equipment, including power and hand tools, chainsaws, sprayers, and weed eaters

Maintain equipment and vehicles

Examine equipment and determine what is causing a problem

Work as a team member with other employees

Communicate effectively with other employees, both oral and written

Work autonomously when necessary

Deal with others in a professional manner

Maintain professional composure in heated situations

**PERIPHERAL DUTIES:**

Provides backup to related positions;

**SPECIAL REQUIREMENTS:**

None

**WORK SCHEDULE GUIDELINE/EXAMPLE:**

The person in this position works 40 regular hours (5 days) Monday thru Friday (8am to 4pm). **\*\*NOTE:** With advanced notice, there may be times when working Saturday (8am-Noon) will be required.

NOTE: If asked to work during the annual Fair (starts the 3<sup>rd</sup> Friday in August), the hours are 7am to 11pm.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy. During the months of July and August, the work environment is stressful.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Employer has an active Substance Abuse Policy.

**Approval:** \_\_\_\_\_ **Approval:** \_\_\_\_\_  
**Supervisor** **Appointing Authority**

**Effective Date:** \_\_\_\_\_ **Revision History:** \_\_\_\_\_