

Washington
STATE FAIR[®]

Job Title: Contractor Supervisor and Environmental Specialist
FLSA Status: Non-Exempt
Reports To: Chief Operations Officer
Grade:
Department: Operations
Revision Date: November, 2018

Summary: Responsible for building systems, contractor coordination, maintenance and improvement scheduling and oversight, ecology, green initiatives, and computer aided design coordination for the grounds.

Essential Duties and Responsibilities include but not limited to the following:

Monitor operations of fire, sound, data, phone, lighting, security, refrigeration, air conditioning equipment; heating, ventilating and hot water equipment; pumps, valves, piping and filters; other mechanical and electrical equipment; reviewing logs as necessary to assure proper operation of equipment; responsible for reporting any problems/malfunctions on an as needed basis. Performs preventive tasks when required. Oversees repair and P.M. of HVAC systems; determines frequency of repair and/or P.M. for HVAC systems.

Oversight, planning, general repair, trouble shooting, and record keeping necessary to effectively insure the functionality and wellbeing of fair's fire suppression systems.

Insures the availability of an adequate inventory of tools and other supplies to operate buildings and grounds with areas specifically responsible for. Specific duties include but are not limited to: preparing and submitting purchase orders requests, developing sources for stock materials and performing periodic checks of inventory levels and equipment conditions.

Contract coordination of internal and external services including but not limited to asphalt, waste removal, recycling, fencing, drain cleaning, roofing, fire systems, roof consultants, etc.

Assist with the oversight of the fair's maintenance and improvement schedule for the entire facility including needs assessments, timelines, trades involvement, capital and operations budgeting.

Lead the State Fair efforts in areas of ecology and green initiatives using both internal and external resources. Liaise with governmental and outside entities that have an interest in the effects of the ecological environment caused or thought to be caused by state fair activities and events.

Development of a comprehensive program that outlines the fair's infrastructure through a computer aided design (CAD) of the grounds and buildings.

Oversee, train, schedule and serve throughout the year on the fair's on-call duty program for fire watch and grounds mechanical issues.

Coordinate Fair Rodeo setup and removal.

Assist with Spring Fair and Washington State Fair set up and tear-down.

Other duties and responsibilities as assigned by Management.

Competency:

Must have the ability to work independently and as a contributing member of the Fair team, developing a positive atmosphere within the organization. Must have good people skills and the ability to work well with others. Must have the ability to pay attention to detail and possess excellent organizational skills.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree, Associate's degree or equivalent from a college or technical school; and 3-4 years related experience and/or training; or equivalent combination of education and experience. Must have experience with building systems, sanitation, ecological systems, CAD programming and contractor coordination.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of CAD drawing-type programs, building control systems and Microsoft Office Suite.

Certificates and Licenses:

No certifications needed.

Supervisory Responsibilities:

Directly supervise a small number of seasonal employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees and directing work.

Material/Equipment Used:

Forklift, cordless drill, hand trucks, coring tool for Best Locks, key cutters, drill press, metal chop saw, table saw, radial arm saw, skill saw, floor scrubber, parts truck, dump truck, pressure washer, pallet jack, loader, backhoe.

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.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts and outdoor weather conditions. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.

The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 100 pounds. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and climb or balance.

During peak activity times, extra daily hours and periods with no days off may be required.

How to Apply:

Please forward letter of interest and resume to Margie Heinz @ margieh@thefair.com

No phone calls please