



FAIR AND EVENTS TECHNICIAN JOB DESCRIPTION

Job Title: Fair and Events Technician	
Dept./Division: Facilities	Job Class Code: 1751
Pay Grade: 112	PCN: 1751001
FLSA: Non-Exempt	Effective Date: October 2007
Representation Status: Teamsters Combined	Revision Date: June 2025
Reports To: Fair and Events Manager	

NATURE OF WORK

Under general supervision, sets up and takes down events for the Lewis County Fairgrounds; performs a variety of facilities and grounds maintenance functions.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Sets up tables, chairs, booths, stages, and/or other types of items required for events conducted at the County's Fairgrounds; tears down events and performs events clean up.
- Responds to and assists in resolving maintenance issues and/or setup issues involving interim rentals.
- Cleans and maintains the Fairground's office, restroom facilities, and parking lot.
- Performs a variety of landscaping and grounds maintenance functions.
- Removes litter and debris from grounds; fills potholes.
- Paints signs, fences, doors, and the interior and exterior of buildings.
- Updates message boards.
- Operates various types of ground maintenance equipment including forklifts, lawn mowers, weed eaters, and blowers.
- Assists with camping reservations and camper concerns.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around fairground facilities; work involves exposure to variable

weather conditions, hazardous chemicals and materials, and machinery with moving parts; subject to standing, walking, bending, reaching, operating equipment, and performing manual labor. Weekend work is required.

QUALIFICATIONS:

REQUIRED: High School Diploma or G.E.D. equivalent; AND two (2) years' fairgrounds maintenance experience.

A valid Driver's License, Forklift License, and CPR/First Aid Certification are required.

PREFERRED:

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- Fairgrounds operations and events.
- Facilities and grounds maintenance principles.
- Equipment and tools relative to fairground maintenance.
- Regulations and standards governing the maintenance of fairground facilities.
- Camping reservation system and procedures.

Skills in:

- Coordinating and performing a variety of fairground maintenance functions.
- Setting up and tearing down fairground events and functions.
- Safely operation and maintaining departmental equipment and tools.
- Establishing and maintaining effective working relationships with other staff, community groups, and the general public.
- Communicating effectively verbally and in writing.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date