

Job Description

Custer County Fairgrounds – Maintenance Worker

Overview

The Maintenance Worker is responsible for the overall operation, maintenance, and readiness of the Custer County Fairgrounds and other assigned county facilities. This position performs a combination of skilled and semi-skilled maintenance work, event preparation, janitorial services, and supervisory duties, including oversight of county trustees. The position requires regular communication with the Custer County Clerk, Custer County Commissioners, Custer County OSU Extension, the Custer County Fair Board, and other county departments.

Duties and Responsibilities

Grounds and Facility Maintenance

- Perform routine maintenance and upkeep of fairgrounds and assigned county properties, including mowing, landscaping, painting, and general repairs.
- Maintain livestock barns, arenas, and related facilities, including cleaning, setup, tear-down, and ongoing maintenance for animal shows, events, and performances.
- Provide facility maintenance, repairs, and yard care for County Health Department facilities and the County Election Board as assigned.
- Assist with maintenance and repairs at the Courthouse and other county-owned properties as directed.

Equipment and Materials Management

- Operate, service, and perform routine maintenance on mowers, tractors, and other county equipment.
- Acquire, track, and maintain an adequate inventory of supplies, materials, and equipment necessary for operations.
- Identify maintenance needs that exceed in-house capabilities and coordinate with appropriate vendors for repairs or specialized services.

Event and Operational Support

- Set up, arrange, and remove tables, chairs, pens, and other equipment required for fairs, shows, and rental events.
- Assist with planning and operations for the Custer County Free Fair and Spring Junior Livestock Show, including pen setup, arena support, and maintaining restroom cleanliness during events.

Building Maintenance and Janitorial Services

- Perform janitorial and custodial duties, including cleaning restrooms, mopping and waxing floors, changing air filters, and replacing light bulbs and fixtures.
- Collect and dispose of trash from all buildings and transport waste to designated dumpsters.

Safety and Security

- Ensure gates, buildings, and facilities are secured in accordance with county procedures.
- Test fire alarms, monitor security systems, and identify and address safety concerns to ensure a safe environment for employees, renters, and the public.

Supervision and Coordination

- Supervise, assign tasks to, and monitor the work of county trustees assigned to the fairgrounds.
- Serve as the primary point of contact for facility renters during pre-event and post-event walk-throughs.
- Act as a liaison between renters, the Custer County Fair Board, and county officials regarding facility use and condition.

Other Duties and Responsibilities

- Possess and maintain a current and valid Oklahoma Driver's License
- Perform other duties and responsibilities as assigned to support county operations and departmental needs.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- Frequently required to stand, walk, bend, kneel, crouch, climb, and reach.
- Regular use of hands and arms to operate tools, equipment, and machinery.
- Must be able to lift, carry, push, or pull materials and equipment weighing **up to approximately 50 pounds**, with heavier items moved using team lifting, mechanical assistance, or equipment as appropriate.
- Ability to safely operate motorized and mechanical equipment, including mowers, tractors, and utility vehicles.
- Vision, hearing, and verbal communication sufficient to perform job duties safely and effectively.

Work Environment

- Work is performed both indoors and outdoors and may involve exposure to varying weather conditions, including heat, cold, wind, rain, and dust.
- Exposure to noise, cleaning chemicals, livestock, mechanical equipment, and uneven terrain.
- Work schedule may include early mornings, evenings, weekends, and holidays, particularly during fairs, livestock shows, elections, or special events.
- Frequent interaction with county employees, trustees, vendors, renters, and members of the public.

Resume must be included with the application.

Application and resume may be mailed to:

Custer County Clerk

Attention: Melissa Graham

PO Box 300, Arapaho, OK 73620

or emailed to:

melissa.graham@custercountyok.com