

Job Title: Grounds Maintenance Superintendent

Employer: Hardin County Agricultural Society

Reports To: Hardin County Agricultural Society Board of Directors, under the direct supervision of the President of the Board and Grounds Chairperson(s)

Job Description:

- Care and maintenance of the Fairgrounds and buildings, as well as clean-up post-event(s) and other duties assigned including, but not limited to, the following:
- Heating buildings prior to scheduled event
- Open restrooms and clean restrooms for on-grounds events
- Distribute barrels and clean up trash for on-grounds events
- Perform morning-after check of rented buildings and outdoor spaces on the day following on-ground event(s)
- Responsible to be present and available during any on-ground event, unless alternate arrangements have been made.
- Perform work during non-work hours (evenings, weekends, etc.) during the season as needed.
- Attend all monthly Fair Board and Grounds Committee meetings unless prior excuse is granted.
- Prepare all necessary reports to present to the Board of Directors and/or Grounds Committee for needed repairs and on-ground projects, including the collection of cost estimates where appropriate.
- Maintain accurate records of repairs completed and money spent to perform such repairs, and submit those records to the Fair Secretary, Grounds Chairperson(s) and Board of Directors when requested.
- Safely operate, as required, and perform routine maintenance on all equipment owned by the Hardin County Agricultural Society, as directed and with the assistance of the Board of Directors and Grounds Chairperson(s).
- Perform routine repair and preventative work, including carpentry, plumbing, and electrical work (that does not require an electrical license), as directed and with the assistance of the Board of Directors and Grounds Chairperson(s).
- Responsible for the coordination and collection of money for all winter storage rentals on-grounds, including a weekly reconciliation and weekly reporting of monies collected to the Fair Secretary, and a copy of such provided to the Board of Directors.
- Perform a weekly review of upcoming events on-grounds, and prepare an action plan accordingly to meet above duties.

- Responsible for enforcing the state fire and safety codes for all buildings and ground rentals, and to see that buildings and ground spaces are occupied in a safe and responsible manner.
- Responsible for supervising part-time, seasonal help as directed by the Board of Directors.
- Responsible for responding to all maintenance, repair, and facility requests (including performance requests) and communicate receipt of those requests to either the President of the Board or the Grounds Chairperson(s). All emergency requests will be responded to immediately and without delay to protect human health, the environment, and the best interests of the Hardin County Agricultural Society and the Hardin County Commissioners.

Compensation and Benefits

- Annual salary will be evaluated and commensurate with experience and work history.
- Annual compensation package as follows:
 - No medical benefits and **NOT** an employee of city, county, state, or federal government.
 - Use of the on-ground residence to serve as a primary residence, if desired. Use of on-ground residence includes all monthly utility expenses and routine maintenance/repair of primary housing equipment (heating, air, and water heater). No appliances are provided and must be arranged by the Grounds Superintendent (refrigerator, stove, washer/dryer, etc.). Personal phone expenses are **not** included as compensation.
 - One (1) week of vacation after six (6) consecutive months of employment to be used during the remainder of the contract term (so long as the above responsibilities are still met), with prior approval two weeks before.
 - Two (2) weeks of vacation during the second year, to be used anytime during the remainder of the contract term (so long as above responsibilities are still met), with prior approval two weeks before by the President of the Board and the Grounds Chairperson(s).
 - No vacation two weeks before, during, and, two weeks after the Hardin County Fair

Contract Terms

- Annual performance reviews will be provided.
- The contract will be reviewed annually, and renewed for a period of not to exceed one (1) year, with termination of contract for just cause without notice.

-If the contract is not renewed at the end of the one (1) year period, or the contract is terminated for just cause, the Grounds Superintendent will have 30 days to vacate the on-ground residence.

-Nothing limits the Grounds Superintendent from seeking secondary employment outside of the duties described here, so long as the Grounds Superintendent is performing all duties to the satisfaction of the President of the Board and the Grounds Chairperson(s).