

# SNOHOMISH COUNTY JOB DESCRIPTION

## EVENTS LEAD WORKER

Spec No. 8013

### BASIC FUNCTION

To serve as lead worker over a small crew of subordinate employees performing and coordinating equipment and personnel requirements for off-season events at the Evergreen State Fairgrounds.

### STATEMENT OF DUTIES

1. Serves as lead worker over subordinate employees performing building and grounds event set-up work; lays out daily work assignments and instructs subordinates as necessary; inspects work in progress and upon completion to ensure compliance with work orders, plans, specifications and standards; analyzes and resolves technical problems encountered in the work; orders necessary supplies for event; enforces safety rules and regulations.
2. Investigates complaints and requests for building and grounds; performs facility rental maintenance work; prepares estimates of material, equipment and labor requirements for event set-up and take down.
3. Maintains daily work records and employee time cards; prepares required written reports.
4. supervises a variety of volunteer and temporary maintenance workers, summer youth, court mandated and community service workers, and files reports.
5. Reviews contracts on facility rentals to prepare facilities to meet the requirements of the contracts.
6. Trains crews in operation of equipment and techniques in event set-up and take down.
7. Operates a variety of construction and maintenance equipment such as backhoes, bulldozers, dump trucks, forklifts, front-end loaders, tractor-mounted mowing machines, and similar equipment in order to dig trenches, load trucks, move materials, and maintain grounds, roadways and other areas; performs routine maintenance on assigned equipment by checking fluid levels, lubricating, and adjusting equipment as necessary.
8. May perform all the duties of lower level maintenance workers, as necessary.

### MINIMUM QUALIFICATIONS

Four (4) years of experience performing a variety of skilled building and grounds maintenance work including experience operating a variety of motorized construction and maintenance equipment and event set-up and take down; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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### SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment; a combination license endorsement may be required. A valid First Aid Card is required for employment.

Candidates for employment may be required to pass a pre-employment physical examination before being hired.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- all phases of building and grounds maintenance work
- the tools, materials, methods, and procedures associated with routine carpentry, electrical, plumbing, and mechanical maintenance work
- the operation and maintenance of standard motorized construction and maintenance equipment
- the hazards associated with the work
- the State and Federal safety rules and regulations
- basic first aid methods and techniques

Ability to:

- effectively plan, organize, coordinate and supervise the work of subordinate employees
- analyze and determine resource requirements for a variety of building and grounds maintenance and repair work
- perform skilled work in a number of different building and construction trades areas
- diagnose and troubleshoot routine electrical, mechanical, and plumbing problems
- read, interpret, and work from a variety of blueprints, drawings, sketches, work orders and contracts
- operate and maintain a variety of standard motorized construction and maintenance equipment
- use a wide variety of hand and power tools skillfully and safely under a variety of work conditions
- read, understand, and enforces safety rules and regulations
- perform strenuous physical work
- establish and maintain effective work relationships with superiors, subordinates, and co-workers
- maintain necessary records and prepare required reports
- deal courteously and tactfully with the general public

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### PHYSICAL EFFORT

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing more than fifty (50) pounds.

### SUPERVISION

Employee reports to the Fairgrounds Manager or other superior, as assigned. The work requires considerable independent judgment by the employee who is expected to analyze and resolve technical problems encountered in the work. The work may be spot checked to ensure timely completion and compliance with instructions, procedures', and standards. The employee is responsible for the direct, day-today supervision of one or more work crews in the field.

### WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather conditions at various work sites. Employees are exposed to a variety of hazards such as working-near traffic or live power lines, and are exposed to dust, fumes, grease, inclement weather, and so on.

Employees are required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 1990  
Previous Spec No. 920920  
EEO Category: 8 - Service Maintenance  
Pay Grade: 237 - Classified Pay Plan  
Workers Comp: 1501 Hazardous