



NORTHERN WISCONSIN
STATE FAIRGROUNDS
P O Box 48
Chippewa Falls, WI 54729
715-723-2861

Job Description: Maintenance Supervisor

The Northern Wisconsin State Fair Association Inc (NWSFA) has an opening for a Maintenance Supervisor. This position is for a handy man with a variety of maintenance and repair skills, who is self motivated with a passion to improve facilities at the Northern Wisconsin State Fairgrounds. This seasonal (April through October) position may require long work days, depending on the event, and/or require a flexible schedule.

CLASSIFICATION TITLE: Maintenance Supervisor

DEFINITION:

Supervises and performs a variety of duties with regards to the maintenance and repair of grounds, facilities, and equipment. Performs related duties as assigned but not specified below.

DIRECTLY RESPONSIBLE TO:

Executive Director

DUTIES AND RESPONSIBILITIES (The following may not include all of the duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

- General Maintenance and Repair of Grounds, Facilities, and Equipment including:
 - Carpentry, Masonry, & Painting.
 - General electrical and lighting.
 - Plumbing.
 - Lawn & shrubbery maintenance.
 - General ongoing facility cleaning.
 - Creates and maintains grounds and facility maintenance schedules and logs.
 - Operation of any and all equipment necessary for completion of duties.
 - Repairs and maintains all machinery & equipment.
- Event Duties:
 - Facility and Grounds prep for all events as specified by the event organizer and the NWSFA Executive Director.
 - Facility and Grounds upkeep during events when specified.
 - Primary On-call person during all scheduled events.
 - Tear down and clean up after events when specified.

- Responsible for all winter storage, fall in-take and spring removal.
- Supervision:
 - Directs, guides, & oversees paid & volunteer staff.
 - Works with vendors to:
 - Obtain quotes for projects.
 - Direct vendor projects to satisfactory completion.
 - With assistance of Executive Director compiles annual maintenance schedule.
 - Creates weekly work schedule to be approved by Director.
 - Obtains appropriate staff to complete projects, both paid & volunteer with the approval of the Executive Director.
 - Approves time cards of direct paid staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience:

- Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.

Knowledge of:

- Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping, equipment repair, and electrical wiring.
- Standard practices and tools used in the maintenance and repair of building facilities.
- Safety practices and procedures related to the building trades.
- Basic math.

Skill and Ability to:

- Effectively use a variety of hand and power tools.
- Operate a skid steer loader, tractor, with related attachments.
- Read blueprints & Schematics.
- Follow oral and/or written instructions.
- Communicate effectively, orally and in written form.
- Establish and maintain cooperative and effective working relationships with volunteers, community groups and clubs.

Other Characteristics:

- Possession of a valid Wisconsin driver's license.
- Willingness to work in inclement weather when necessary.
- Community Volunteer