Grounds and Maintenance Supervisor Job Description

Fairfield County Fairgrounds

Overview

The Grounds/Maintenance Supervisor is responsible for overseeing the maintenance, cleanliness, and overall upkeep of the fairgrounds throughout the year, with a primary focus on preparation and execution during the annual county fair. This position requires a hands-on and detail-oriented individual with strong leadership skills to manage a team of grounds maintenance staff, ensure compliance with safety standards, and contribute to creating a safe and welcoming environment for fairgoers.

Grounds Maintenance

- Supervise and coordinate the day-to-day maintenance activities of the fairgrounds, including landscaping, mowing, weeding, and waste management.
- Develop and implement a preventative maintenance schedule for fairground facilities and equipment.
- Oversee the setup and teardown of fairground structures, exhibits, and signage during the county fair.

Winter Storage and Rental Events

- Manage and organize winter storage, including space assignments, storage records, and coordination of item drop-off and pickup to maintain safe access and efficient use of facilities.
- Oversee the setup and teardown of rental events, coordinating staff, equipment, and facility preparation with the Fair Manager and event organizers.

Team Management and Employee Scheduling

- Lead and manage grounds maintenance employees, including training and performance evaluations.
- Build and maintain employee work schedules and develop efficient staffing schedules for weekend events, ensuring adequate coverage for setup, event operations, cleanup, and teardown.
- Delegate tasks effectively to ensure the timely completion of grounds maintenance activities.
- Foster a positive and collaborative work environment among the grounds maintenance team.

Safety and Compliance

- Enforce safety protocols and standards for grounds maintenance activities, ensuring compliance with local regulations.
- Conduct regular inspections to identify and address potential safety hazards.

Equipment and Resource Management

- Oversee the maintenance and repair of groundskeeping equipment and tools.
- Manage the inventory of supplies and materials needed for fairgrounds maintenance.
- Work with vendors and suppliers to procure necessary resources within budget constraints.

Collaboration with the Fair Manager and Other Departments

- Collaborate and work with the Fair Manager to improve the efficiency of grounds operations, establish priorities, coordinate employee schedules, and identify improvements to maintenance and event preparation.
- Collaborate with fair committees, event organizers, and other departments to ensure the seamless integration of grounds maintenance activities with fair events.
- Communicate and coordinate with vendors and contractors as needed for specific maintenance projects.

Qualifications

- Strong leadership and team management skills, including the ability to manage employees and develop effective work schedules.
- Knowledge of landscaping practices, equipment operation, and facility maintenance.
- Ability to work outdoors in various weather conditions and perform physically demanding tasks.
- Familiarity with safety regulations and protocols related to groundskeeping activities.
- Basic computer skills and the ability to use Google Drive to access, organize, update, and share schedules, documents, and records.