

# Ross County Agricultural Society

PO Box 614  
Chillicothe, Ohio 45601

**Title:** ROSS COUNTY FAIRGROUNDS MANAGER

**Report To:** Buildings and Grounds Committee Chair Persons (3)

**Status:** Full-time; Salary (exempt from overtime)

**Objective:** Manage the Ross County Fairgrounds

Manager reports to the three chair people of the Buildings and Grounds Committee of the Ross County Agricultural Society. These committee chair people will provide guidance, oversight and direction on policies, goals and standards determined by the Directors of the Ross County Agricultural Society. The committee chairs will manage, direct and evaluate the manager on a daily basis and provide an annual performance evaluation to the society.

## **Essential Functions (Illustrative only):**

- Plans, schedules, coordinates, supervises and provides support services for all fairgrounds activities, programs and events
- Oversees, directs and provides for all facility, grounds and equipment maintenance and repairs, security tasks and custodial services required to meet the standards set forth by the Ross County Agricultural Society
- Oversees and manages the campground as a business, assigns camping locations, collects fees, writes receipts and provides security and operational needs

The following is a list of specific duties which are considered to be essential functions of this job. The list is not exhaustive, nor will all of the duties specified be required at all times. This is consistent with our need to be flexible and responsive to the needs of our customers and community. The person who occupies this position is expected to assume any/all duties assigned by the Ross County Agricultural Society, irrespective of whether such duties are specifically included in this list. While an effort has been made to thoroughly describe the customary manner in which this job is performed, reasonable accommodation will be made for qualified individuals with disabilities who may not be able to perform the job in the manner indicated.

## **Specific Duties:**

- Supervises and maintains staff on all duties assigned
- Assures a safe, secure and legal work environment by training and orienting employees for the tasks at hand
- Appraises job results, coaches and disciplines employees, enforces policies, procedures and productivity standards
- Maintains employee records and ensures an accurate record of hours worked
- Complies with the bylaws and constitution of the Ross County Agricultural Society
- Makes his or herself familiar with and understands all Ohio Revised Code and Ohio Department of Agriculture rules and regulations that pertain to fairs
- Understands and obeys all OSHA regulations and holds bi-weekly safety meeting with topics pertinent to the job responsibilities

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- Identifies maintenance projects and improvements to the Buildings and Grounds Committee for approval by the board of directors
- Plans, organizes and directs the work schedule for the fairgrounds to assure completion of regular assignments, as well as, provide adequate coverage for special projects and events to ensure all work is completed in a timely manner
- Determines need for supplies and equipment and makes requests for their acquisition
- Monitors the use of tools and equipment to assure their proper care and maintenance
- Maintains a property, equipment and tools inventory that is readily available electronically
- Accepts reservations and schedules rentals of fairgrounds buildings, grounds and facilities to maximize the rental potential of the fairgrounds facilities
- Collects fees, writes receipts, provides rental agreements and is responsible to submit all to the appropriate Ross County Agricultural Society director or official
- Provides setup, tear down, maintenance, operational support and custodial services for leased facilities
- Oversees and manages the campground as a business, assigns camping locations, collects fees, writes receipts and provides security and operational needs
- Manages and directs the winter storage program of boats and campers
- Follows the policies and directives that establish the rates for storage, writes rental agreements, collects fees, writes receipts and processes the paperwork associated with the program
- Keeps grounds, equipment and buildings clean, neat and safe
- Sprays weeds, keeps grounds free and clear of trash, litter and debris
- Keeps restrooms clean, disinfected and in good repair
- Secures buildings, gates and facilities at the end of the day, event or program
- Ensures buildings, gates and facilities are unlocked and prepared for each day, event or program
- During the winter months snow and ice removal are required. Products used to reduce slips and falls may be required inside and outside
- Responds readily to inquiries from the general public, clients and vendors
- Addresses complaints, concerns or comments pertaining to the fairgrounds in its entirety in a professional and respectful manner
- Maintains events and operational records including but not limited to receipts, contracts and agreements, prepares monthly reports regarding activities
- Establishes and maintains databases of pertinent business, service and operational information; these databases shall be the property of, and made available to, the Ross County Agricultural Society Board of Directors upon their request.
- Establishes an annual written plan for career development by requesting attendance at pertinent workshops, seminars, conventions and meetings - this plan will be provided to the board of directors at the beginning of each year and may be added to throughout the year with permission from the board
- Attends all meetings of the Ross County Agricultural Society unless excused by a member of the Buildings and Grounds Committee
- Arranges for a lite food offering prior to each meeting

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- Responsible for all other duties as assigned for the betterment of the Ross County Fairgrounds and the Ross County Agricultural Society as directed by any of the chairpersons of the Building and Grounds committee

## **Abilities/Requirements:**

- High School diploma, equivalent or greater
- Five (5) plus years of management and/or supervision experience in the building trades or maintenance related fields is preferred
- Valid Driver's License
- In-depth knowledge of facilities and grounds management, equipment operation, turf management and landscaping preferred
- Ability to identify problems and quickly render solutions
- Shall demonstrate a strong understanding of business dynamics and adhere to the mission and policies of the Ross County Agricultural Society
- Ability to communicate effectively through written and oral communications
- Ability to Supervise staff and conduct business in a professional, effective manner
- Ability to organize and prioritize work efficiently
- Ability to create and maintain a team approach
- Ability to self-pace and learn new programs/equipment as needed
- Knowledge of maintenance
- Knowledge of board policy and procedures
- Ability and skill in working with staff, directors, and the community
- Ability to understand and follow oral and written instruction
- Ability to use technology to complete daily and assigned tasks appropriate for the position
- Ability to perform duties accurately and in a timely manner
- Carry out all routine and all assignments confidentially and with good judgement in an efficient and positive manner

## **Working Conditions and Physical Effort:**

- Extended and non-standard work hours based on events, projects and/or customer service deliverables and or demands
- Work involves exposure to unusual elements, such as extreme temperatures, toxic chemicals, bio-hazardous materials, dirt, dust, fumes, smoke, and/or loud noises
- Considerable physical activity including: manual dexterity/ static strength/ flexibility/ arm-hand steadiness/ explosive strength/ spatial orientation/ gross body equilibrium/ depth perception/ control precision
- Requires heavy physical work: heavy lifting, pushing, or pulling required of objects up to 50-75 pounds
- Physical work is a primary (more than 50%) of the job
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment

Adopted: June 2017 by the Board of the Ross County Agricultural Society