

## SNOHOMISH COUNTY JOB DESCRIPTION

### TEMPORARY – 14 DAY FAIR – NON-CLERICAL

Spec No. 9159

#### BASIC FUNCTION

Temporary extra help hired to perform a variety of customer service, traffic control and maintenance duties related to the twelve day Evergreen State Fair. Employees will be required to work all 12 days of Fair including weekends and holiday. Employee must be cognizant of vehicle, pedestrian and worker safety; contact with public in fast pace situations. Specific duties vary per position. Positions may require walking and standing for long periods of time and exposure to all weather conditions.

#### STATEMENT OF DUTIES

1. Represents a positive image to the public at all times.
2. Contacts Fair staff and/or appropriate authorities in the event of an emergency, malfunction or disorderly behavior.
3. Barn Cleaner/Herdsman: Cleans and maintains stalls after barns have been closed to public, may be required to scoop livestock waste from arenas. Must be able to shovel and push wheelbarrows. Work performed inside and outside buildings. Age range 14 and up depending on job and shift. Supervised by Maintenance Lead.
4. Courier: Carry money and tickets to and from cashier booth to ticket sellers, ticket booths, parking ticket sellers. Maintain transaction delivery/pick-up records. May pick up and transport sellers to various locations around Fairgrounds. Required to use gator for transportation. Must have a valid Washington State Drivers license. Works in outdoor situation in all types of weather on various footing (paved, gravel, grass) with some periods under cover or in buildings. Mature able bodied adult. Previous security and delivery experience. Minimum age 25 years. Supervised by Gate Lead and Administration Specialist.
5. Customer Service Technician: Provide cleaning services and assist in identifying cleanup requirements; cleaning to include but not limited to sweeping, spot mopping and wiping down tables and benches; and picking up litter required. Works in outdoor situation in all types of weather on various footing (paved, gravel, grass) with some periods under cover or in buildings. Extensive walking and bending required. Senior Citizens and persons with deafness/hearing impairment encouraged to apply. Minimum age 55. Supervised by Maintenance Leads.
6. Grounds Groomer: Cleaning off and wiping down tables and benches; and sweeping litter pick up of Fairgrounds in assigned areas. Work performed outside, in all weather conditions. Extensive walking and bending required. Minimum age 14 years. Supervised by Grounds Crew Lead.

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#### STATEMENT OF DUTIES (Continued)

7. Grounds Crew Lead: Acts as working lead and moves from one area to another with Grounds Grooming Crews. Cleaning off and wiping down tables and benches; and sweeping litter pick up of Fairgrounds in assigned areas. Work performed outside, in all weather conditions. Extensive walking and bending required. Mature adult. Minimum age 20 years. Supervised by Maintenance Lead.
8. Nightwatch and Nightwatch Supervisor: Overnight hours required to provide building and grounds security. Verify that buildings are secure during Fair off hours, man gates during night hours, walk grounds to maintain overnight security. Monitors buildings and maintains contact with vendors to ensure compliance with license agreement verify identification for building admission during restocking times, Fairgrounds rules and facility policies; refers to concessionaire's manual for assistance. Prevent access to unauthorized areas. Night Watch Lead is responsible for assigning work stations and duties, monitoring work performance, and fill in work stations during attendants breaks. Notify Sheriff in case of emergency. Work in an outdoor situation in all types of weather on various footing (paved, gravel, grass), with some periods inside buildings. Minimum age 21. Supervised by Night Watch Supervisor and Operations Specialist.
9. Parking Lot Attendants: Employee must be able to interpret all types of situations associated with and including vehicle safety, passes/tickets. Direct traffic to parking rows and spaces. Including the monitoring of the disabled parking spaces. Direct traffic to designated exits. Attendants are required to wear safety vests in traffic situations. May include equipment set up and take down. Work in an outdoor situation in all types of weather on various footing (paved, gravel, grass). Physically able to walk and stand for long periods of time. Minimum age 16 years. Supervised by Parking Lot Supervisors.
10. Parking Lot Leads: Direct traffic in parking lots. Lead is responsible for assigning parking attendants work stations and duties, monitoring work performance, perform parking duties, and fill in work stations during attendants breaks. Lead must be cognizant of, with attention to vehicle, pedestrian and worker safety; contact with public in fast pace situations; and monitoring adherence to ADA parking regulations. Lead responsible for parking lot preparations (equipment set up and removal). Lead must be able to interpret all types of situations associated with parking including vehicle safety, passes/tickets. Leads are required to wear safety vests. Position requires walking and standing for long periods of time and exposure to all weather conditions. May be required to drive truck or gator. Mature adult. Minimum age 21 years. Must have a valid Washington State Drivers Licence. Supervised by Operations Specialist.
11. Parking Lot Ticket Sellers: Required to handle daily parking sales including issuing tickets, handling cash, issuing change, balancing sales at end of shift. Direct traffic to parking or event attendants who in turn will direct vehicles to parking rows and spaces and or/guests to seating. Must be able to do simple mathimatic transactions. Position requires walking and standing for long periods of time and exposure to all weather conditions. Mature adult. Minimum age 18 years. Supervised by Parking Lot Leads.

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12. People Mover Driver & Helpers: Transport fair attendees from parking lots to entry gate and back to parking lots. Great fair attendees, assist on and off people movers. Outside in all weater conditions. Mature, responsible, able bodied adult with tractor operating experience (driver) and customer service skills. People Mover Driver needs tractor driving experience and must have valid Washington State Drivers licence. Supervised by Parking Lot Supervisor.
13. Restroom Tech: Cleans restrooms including sinks and toilets; mop floors, litter pick up, empty refuse containers located inside restrooms, restock paper supplies and clean immediately outside restroom entries and exits. Work performed inside and outside. Exposure to all weather conditions. Must be able to walk, bend and lift up to 20 lbs. Persons with disabilites encouraged to apply. Minimum age 20. Supervised by Maintenance Lead
14. Refuse Removal Crew: Pick refuse bags out of trash cans and dump into trailer, and reline trash containers with plastic bags, and periodically wash out trailers as needed. Works ouside in all weater conditions. Must be able to lift up to 40 lbs. Back braces and gloves provided. Minimum age 16. Supervised by Refuse Removal Tractor Driver and Maintenance Lead
15. Refuse Removal Tractor Driver: Oversee and assist crew to pick up and remove refuse from Fairgrounds. Drive tractor with twwo trailers within dense crowds and tables, etc.; pick refuse bags out of trashcans and dump into trailer; reline trash containers with plastic bags;assist in unloading garbage and wash out trailers as needed. Must have valid Washington State Drivers licence, have experience driving a tractor and be able to manipulate a tractor and 2 trailers (total length 25 feet). Works in all weater conditions. Must be able to lift up to 40 lbs. Back braces and gloves provided. Minimum age 25. Supervised by Maintenance Lead.
16. Historical Heritage Helpers: Will serve as guides and educaters of the Western Heritage Museum displays and relects. Will instruct, assist and maintain supplies for interactive displays. Job conditions will require working indoors and outdoors. May be required to do sweeping and dusting of displays. Minimum age 14yrs. Supervised by Museum Lead.
17. Employee may be scheduled to assist with event preparations (equipment set up and removal).
18. May use pickup, flatbed truck, gator, tractor or people mover for transporting equipment, supplies and guests.
19. Prevent access to unauthorized areas and direct evacuation of facility in an emergency.

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### MINIMUM QUALIFICATIONS

Any equivalent combination of training and/or experience which provides the required knowledge and abilities. May be required to pass job related tests.

### KNOWLEDGE AND ABILITIES

- follow oral and written instructions
- do repetitive tasks
- deal courteously with the public
- make simple arithmetic calculations
- required to work evenings, weekends and holidays
- may require valid driver's license
- most positions are required to work 12 days in a row

### SUPERVISION

Employees receive close supervision from a supervisor or Administration superior as assigned. Specific instructions are given for most assignments. The work is reviewed for completeness and accuracy or the employees perform tasks which have checks built into the nature of the work.

### WORKING CONDITIONS

Must be able to work all twelve days of the Fair. Work performed may be evenings, weekends, and holidays. Candidate must be flexible and able to work on short-notice. If currently employed by Snohomish County, combined hours cannot exceed 40 hours per week.

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

[EEO policy and ADA notice](#)

Classification Established: November 2010

Revised: August 2018

PAY RANGE: Minimum wage - \$15.25 per hour

EEO Category: 8 – Service and Maintenance Workers

Workers Comp: 1501 Hazardous-Fairworker