



Grand County

Job Description

Title:	Assistant Director	Job Code:	2205
Division:	Operations	Effective Date:	1/2022
Department:	Old Spanish Trail Arena	Last Revised:	12/2021

GENERAL PURPOSE

Performs a variety of managerial and administrative duties including journey level skilled duties as needed to ensure efficient and effective facilities upkeep, event coordination, technical support, equipment services, security, exhibitor services.

SUPERVISION RECEIVED

Works under the direct supervision of the Arena Director.

SUPERVISION EXERCISED

Provides close to general supervision to Facilities Maintenance Technician(s), and temporary, seasonal and part-time laborers project-by-project basis. Provides immediate to close supervision to community service workers and event exhibitors and volunteers. .

ESSENTIAL FUNCTIONS

Managerial & Administration: Assists the OSTA Director with maintenance scheduling and projects. Provides direct supervision to the OSTA Maintenance personnel, including scheduling, training, performance evaluations, hiring and discipline decisions in consultation with the OSTA Director. Must provide and maintain staff training and records. Works with OSTA Director and staff to create and maintain written policies and procedures for all tasks at taking place at the Arena. Assists Director in preparation of the annual budget and makes recommendations to the fiscal needs of the Arena in regards to maintenance needs and Capital Works projects.

Attends meetings at the direction or in conjunction with the OSTA Director on an as needed basis. Reviews with the Arena director Event Sponsor applications and plans for building, grounds and property set up for events.

Maybe required to be for on-call for emergencies. Serves as the first point after hour's phone calls due to general boarding, camping or event needs.

In the absence of the OSTA Director , deals with general issues, manages and directs OSTARC staff by assigning duties in line with the Director's priorities and the events schedule; this includes volunteer labor, community service workers, and contractors.

Operations & Projects: Responsible for overall maintenance scheduling and planning needs for the Arena property, including the landscaping needs, maintenance of indoor and outdoor grounds with the use of heavy equipment and implements. Responsible for reviewing and advise all staff on policies and procedures regarding landscaping, proper fertilization and watering schedules.

Performs a variety of building maintenance work including sweeping, mopping, vacuuming, dusting, scrubbing, waxing and polishing, washing windows, woodwork, doors, desks, walls, ceiling and bleachers, collects trash and disposes of waste; cleans and sanitizes restrooms.

Performs regular safety reviews of the building, grounds and property. Addresses areas of concern with the Arena Director and schedules and plans with OSTA staff to remedy any areas of concern.

Performs minor repairs and maintenance such as painting, unplugging clogged drains, replacing broken windows, lights, roofing problems or leaks, repair electronic locks, and stall disinfectant and repairs.

Purchases supplies and materials for OSTARC as required for projects, maintenance, event setup and cleaning with reference to the budget constraints in absence of manager; cleans, maintains, and stores tools and janitorial equipment to insure personal safety of other employees/work crews and the general public.

Performs various seasonal duties; shovels snow, maintains outside walks and parking areas, keeps the outside of the premises in an orderly condition; maintains the irrigation system and lawns, waters windbreaks and carries out yearly maintenance cyclic work;

winterizes vehicles, building and grounds infrastructure; sets up fields for various sports including line marking, softball plates, soccer goals with nets, and prepare diamonds; waters and levels dirt on arena floor using specialized equipment and/or implements specific to meeting the requirements of the event; moves and sets up rails and guards; maintains OSTARC event marquee and advertises these events in a timely manner.

Operates specialized equipment that is needed for the maintenance, set up and use of the facility including motor cars, trucks, lawn mowers, aerators, fertilizer spreaders, water truck, bucket truck, back-hoe, tractors, tipping trailer, front end loader, fork-lift, roller, grader, and various other hydraulically operated implements. Responsible for overseeing and maintain Vehicle maintenance and ensure regular maintenance is scheduled and reviewed for all vehicles.

Prepares for events, activities, and user groups as required, such as the facility's lights, timers, air conditioning and sound system and sets up supplementary equipment for events and activities as needed; locks and unlocks doors per event schedule for early and late events including weekends or holidays as required, and consistently modifies registers and issues combination codes on relevant locks to event holders; oversees and coordinates work crew/contractor activities necessary to support various events and activities.

Checks and services vehicles and equipment with diesel, gas, oil, and coolant levels. Reports present and anticipated mechanical problems; makes minor emergency repairs and adjustments on machinery.

Special Events: Schedules staff hours and works special events as cleaning support or Arena Security. Required to review and advise all staff on regulations regarding equestrian and livestock event procedures.

Public/Customer Service: Works closely with the public attending events by answering complaints and monitoring services provided. Maintain professional demeanor during all interactions with Staff and members of the public.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from high school;
 - AND
 - B. Four (4) years of progressively responsible experience in performing the above or related fields;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of Equipment and personnel requirements in presenting public entertainments, attractions, and activities; the use and care of mechanical tools, use of levels, and testing equipment; standard practices, methods, materials, and tools of mechanical and various maintenance trades; swapping over of hydraulically operated implements; hazards and safety precautions common to equipment maintenance and repair activities; public and employee safety; record keeping and reporting procedures; animal handling, including safety and knowledge of common sicknesses desirable; state statute for equine facilities; standard practices, methods, materials, tools and equipment used in minor building construction, maintenance and repair of equipment; computers, Internet, software applications, which include Microsoft Excel, Word and Outlook, calendar applications and remote security camera programs and smart phone applications; first aid, CPR and basic principles of rescue from confined spaces, such as the arena roof area and sewer manholes.

Skill in the Use of office equipment including fax machines, phone systems, computer, security cameras and two-way radio equipment; multi-tasking, prioritizing duties, especially in regard to troubleshooting in emergencies, such as event injuries, water burst and electrical failures, ensuring that event continues in a safe and satisfactory manner; welding (mig, brazing, arc), oxy cutting, use of carpentry and mechanics tools, repairs to locks, plumbing, electrical, and painting; use of heavy vehicular equipment desirable; irrigation and water line installation and repair.

Ability to learn OSHA standards and practices applicable to County facilities; follow verbal and written instructions; ability to establish and maintain effective relationships with employees and other departments; work closely with the public to answer questions and practice good customer service; order materials and supplies as needed; learn operational procedures of OSTARC and grounds; communicate effectively, both orally and in writing; prevent damage to lawns etc. by insects, molds, prairie dogs, gophers, rabbits, dogs and horses, etc.; safely use weed eradication chemicals while maintaining the lawns and trees; determine quantities and equipment adjustment for even spread of fertilizer; learn programming of irrigation controllers to water on demand and the programming of the use of solenoids, decoders/valves into the system; determine and calculate the amount of irrigation water needed and forecast and manage usage for the year; sharpen or replace tines on aerator implement as required; adjust mower to seasonal needs; replace impellers to water booster pumps/make repairs to electric motors and pumps; oversee and train work crews.

3. Special Qualifications:

Must possess a valid Utah Driver's License.
Must complete a twelve (12) month probationary period.
Must successful complete a pre-employment drug screening and background check.
Must be available and on call to respond to facility alarm systems and emergencies.
Must be able to move objects weighing up to 80 lbs.
Must obtain and maintain valid Utah Commercial Class A Driver's license with N endorsement.
May required to be or become a Certified Applicator for the control of noxious weeds.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Occasionally exposed to high work places, volatile materials, toxic materials, confined work spaces and seasonal extreme changes in weather conditions. Strength of arms, hands, legs, and back required in the performance of essential functions. Long hours, including weekend and night work, is required during busy season.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)