

Are you looking for a challenging new career opportunity with a family-like atmosphere? Do you love working outdoors? Are you a self-starter? Do you enjoy working with people? Do you love to work with your hands, repair things, and problem solve? The Johnson County Agricultural Association is seeking the right person to fill the position of Facilities Coordinator. This position will give you a sense of accomplishment and responsibility through a wide variety of tasks. This position is considered critical to the success of the Johnson County Fair and other events that take place on the fairgrounds. Intrigued by the possibility? Want to learn more? Visit the Johnson County Agricultural Association website for more information about the fair and position.

Seeking full-time Facilities Coordinator to perform tasks critical to the operation of the Johnson Co Fairgrounds, including but not limited to mowing, snow removal, building & grounds maintenance, and custodial duties. Must be customer service oriented.

Email: johnsoncofair@gmail.com

Johnson County Agricultural Association Facilities Coordinator Job Description

POSITION: Facilities Coordinator for the Johnson County Agricultural Association
4261 Oak Crest Hill Rd SE

Iowa City, IA 52246

RESPONSIBILITIES:

1. Provide surveillance for the fairgrounds (live-in option available with house and garage on property)
2. Open and Close buildings on the fairgrounds as needed. Check and maintain proper maintenance of the buildings, grounds, and equipment.
3. Report to Business Manager at the start of each business day to go over tasks.
4. Promptly remove snow and/or ice from sidewalks and parking lot.
5. Unlock other buildings as necessary for occasional renters, and provide guidance, representing the association as "host" in a professional manner with customer service first in mind.
6. Store and assist removal of campers, boats, etc. for rental storage
7. Assist with fair set up and take down.
8. Perform a variety of semi-skilled building repairs and maintenance.
9. Other duties as assigned.

QUALIFICATIONS:

High school diploma or GED preferred.

Experience performing general building and grounds maintenance.

Must be able to operate small farm and recreational equipment.

Must have a valid unrestricted driver's license.

Must pass background check and drug test.