



Linn County Expo Center
3700 Knox Butte RD E. Albany, OR 97322
Phone (541) 926-4314 Fax (541) 926-8630

www.lcfairexpo.com

JOB ANNOUNCEMENT

CLASSIFICATION TITLE OF THE JOB: FAIR/EXPO SENIOR OPERATIONS WORKER

CLASSIFICATION # 819

Full-time position working at the Linn County Expo Center

CLASSIFICATION CATEGORY:

Service Employees International Union (SEIU)

ESSENTIAL FUNCTIONS OF THE JOB:

Looking for a hardworking person with a great attitude who is a self-starter to work in a fast paced environment. Candidate must possess the ability to prioritize daily tasks, work independently or in a team and to quickly adapt to changes in daily assigned tasks. Lead work teams and assist in new hire orientations. Duties to include:

- Organize and perform daily facility custodial work and grounds maintenance.
- Organize and perform daily support services for all Fair/Expo Center activities.
- Organize and perform daily event support work such as set up/tear down of furnishings and equipment.
- Organize and perform routine preventative maintenance and minor repair work on all facility systems and equipment.
- Perform routine maintenance of arena footing.
- Organize and perform daily event setup and teardown of livestock panels and horse stalls.
- Organize and perform logistical support requirements as directed such as purchase of supplies, materials, and equipment.
- Assist in monitoring health/life/safety systems and related programs involving Fair/Expo Center facilities, equipment and personnel.
- Assist in monitoring the fire and security systems and related programs involving Fair/Expo Center facilities.
- Respond to inquiries from the general public, clients and vendors on the Fair/Expo Center programs and activities.
- Develop and maintain harmonious and reasonable work relationships with others.
- Ability to work weekend and swing shift schedules.
- Maintain regular and predictable work attendance.
- Other duties as assigned.

QUALIFICATIONS:

- Great communicator: clear, direct, and accessible. Comfortable listening, providing feedback, and reporting progress and results to leadership
- 3+ years of janitorial experience preferred
- Meticulous attention to detail
- Knowledge of facilities operations and event set up, tractor, forklift experience with basic knowledge of arena grooming techniques preferred, ability to lift up to 60 lbs, skill in making minor repairs to buildings and equipment, ability to work effectively with staff and customers, graduation from Senior High School or equivalent, and possess a valid motor vehicle license with an acceptable driving record

COMPENSATION: Range: \$3,730- \$4,759 per month

CLOSING DATE: Open until filled

HOW TO APPLY: Submit a completed Linn County Employment Application Form, along with a resume to Kris Barnes, Linn County Expo Center, 3700 Knox Butte RD E Albany, OR 97322, or e-mail the documents directly to kbarnes@co.linn.or.us. Application forms may be obtained, along with the job classification, at the Linn County Web Page at <http://www.co.linn.or.us> or www.lcfairexpo.com or by calling (541) 926-4314. Application forms can also be obtained at the Oregon Employment Division in Albany.

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