



JOB TITLE:	Maintenance & Event Operations Assistant I
REPORTS TO:	Director of Livestock & Equine Events
DEPARTMENT:	Commonwealth Fairs & Events

Virginia Farm Bureau is seeking a full-time maintenance and event operations assistant to perform grounds keeping, equipment maintenance and corrective repair at The Meadow Event Park, home of the **State Fair of Virginia in Caroline County, Virginia**. This position utilizes several trade skills such as carpentry, plumbing, painting, mechanic repair and landscaping/lawn care, and custodial services. Must be able to work occasional evenings and weekend work.

At VA Farm Bureau, we provide an exceptional benefits package, including ongoing job development and support in all roles, paid training and continuing education reimbursement, medical and dental insurance on your first day, generous employee “401K” contribution, excellent Paid Time off (PTO) plan and more!

PRIMARY DUTIES

- Performs grounds keeping duties which can include mowing, raking, limb removal, and general park cleanup tasks i.e trash, limbs, pressure washing etc..
- Performs painting of structures as directed.
- Performs basic repair and corrective maintenance on equipment.
- Supports implementation of special events to include: setup, cleanup, electrical needs, custodians, trailers, tent rentals, bleachers, signage installation, equipment rentals, benches, sound, etc.
- Properly communicates repairs needed to supervisor and communicates work accomplished.
- Monitor office, barn and storage facilities before, during and after events
- Respond quickly to emergency situations, requesting additional assistance as needed.

ADDITIONAL DUTIES

- Occasional travel required
- All other duties as assigned by manager

MINIMUM EDUCATIONAL/EXPERIENCE QUALIFICATIONS

- High school diploma or general education degree (GED)
- Minimum 5 years' experience in building and mechanical equipment maintenance and repair and/or trade school training
- Must have valid driver's license and reliable transportation
- Must possess diplomatic skills in working with varied organizations
- Basic knowledge of Microsoft Office products to include Word, Excel and Outlook
- Must have strong customer service skills
- Ability to work extended periods of time in outdoor and indoor environments
- Ability to perform under high stress environments
- Ability to troubleshoot equipment failures
- Able to communicate complex technical information to peers and management
- Physical requirements include stooping, standing, walking, climbing stairs/ladders and the ability to lift/carry heavy loads of 50 lbs. or more.
- Must have valid VA driver's license

MINIMUM SKILL QUALIFICATIONS

- Must possess diplomatic skills in working with varied organizations
- Basic knowledge of Microsoft Office products to include Word, Excel and Outlook
- Ability to work extended periods of time in outdoor and indoor environments
- Ability to perform under high stress environments
- Ability to troubleshoot equipment failures
- Able to communicate complex technical information to peers and management
- Physical requirements include stooping, standing, walking, climbing stairs/ladders and the ability to lift/carry heavy loads of 50 lbs. or more.
- Must be willing to use a cell phone for communication.
- Must have valid VA driver's license

PREFERRED QUALIFICATIONS

- Knowledge of agriculture

TO APPLY: Submit resume (cover letter optional) to one of the following:

Online: Access our careers page and click [here](#)

Fax: (804) 290-1090

Email: vjohn@vafb.com