

## **Job Title:** Maintenance Technician – Payne County Fairgrounds & Exposition Center

---

### **Job Description:**

#### **Position Overview:**

The Payne County Fairgrounds & Exposition Center is seeking a skilled and dedicated Maintenance Technician to join our team. The Maintenance Technician will play an essential role in ensuring the proper functioning and upkeep of our venue, which hosts a variety of events such as fairs, expos, conferences, and community gatherings. This individual will be responsible for performing routine and preventive maintenance, troubleshooting issues, and executing general repairs to ensure the safety, functionality, and cleanliness of the fairgrounds and related facilities.

#### **Key Responsibilities:**

- Conduct regular inspections of the fairgrounds and exposition center to identify maintenance needs and potential hazards.
- Perform general upkeep tasks including cleaning, painting, lawn care, and equipment maintenance.
- Repair and maintain equipment, machinery, and infrastructure such as stages, tables, chairs, fences, and parking lots.
- Maintain and troubleshoot electrical systems, including lighting, circuits, and outlets.
- Respond promptly to maintenance emergencies, particularly during high-traffic events.
- Assist with the setup, maintenance, and breakdown of event setups including temporary structures, tables, and chairs, livestock pens and panels.
- Collaborate with the event planning team to ensure maintenance and repairs are completed before and after events.
- Maintain accurate records of maintenance tasks, repairs, and equipment status.
- Manage tools, equipment, and inventory of maintenance supplies.
- Ensure adherence to safety protocols and assist in maintaining a safe environment for both staff and visitors.
- Perform additional duties as assigned by the Facilities Director or supervisor.

#### **Qualifications:**

- High school diploma or equivalent required; technical certification in maintenance or a related field preferred.
- Proven experience in general maintenance, including electrical, plumbing, carpentry, and HVAC systems.
- Familiarity with maintenance tools and equipment.
- Ability to work independently as well as part of a team.
- Strong problem-solving abilities and attention to detail.
- Capability to lift up to 50 lbs. and perform physically demanding tasks.
- Effective communication and interpersonal skills.

- Flexibility to work varying hours, including weekends and evenings, particularly during events.
- Valid driver's license and reliable transportation.

### **Working Conditions:**

- Part-time which could lead in to a full time position with occasional evening and weekend hours required for events.
  - Duties involve both indoor and outdoor work throughout the year.
  - Exposure to hazardous materials and working conditions requiring adherence to safety precautions.
- 

### **Job Posting:**

#### **Join Our Team as a Maintenance Technician at Payne County Fairgrounds & Exposition Center!**

Are you a detail-oriented individual with a strong background in maintenance and a passion for ensuring venues are in top shape? The Payne County Fairgrounds & Exposition Center is seeking a dedicated Maintenance Technician to help maintain and repair the various systems and infrastructure that support our diverse range of events. If you're ready to contribute your skills to a dynamic and fast-paced environment, we invite you to apply!

#### **About the Role:**

As a Maintenance Technician, your primary responsibility will be to ensure that the fairgrounds and exposition center are well-maintained and ready for events throughout the year. You will perform a wide variety of maintenance tasks, including routine repairs and emergency troubleshooting, to maintain the safety and functionality of our facilities. This position is open to both full-time and part-time applicants.

#### **Key Responsibilities:**

- Inspect and maintain fairgrounds and event spaces to ensure they are safe and functional.
- Assist with event setup and breakdown, including the installation and removal of temporary structures.
- Perform general cleaning duties as directed by the supervisor or manager.
- Respond promptly to maintenance emergencies during events and daily operations.

#### **What We're Looking For:**

- Previous experience in general maintenance or a related field.
- Familiarity with the operation and maintenance of equipment.
- A team-oriented individual who is committed to achieving the organization's goals.
- Knowledge of electrical, plumbing, and HVAC systems.

- Ability to operate heavy equipment
- Strong problem-solving skills and attention to detail.
- Ability to work efficiently both independently and as part of a team in a fast-paced environment.
- Willingness to work flexible hours, including weekends and evenings.
- A valid driver's license is required.

### **Why Join Us?**

- Competitive pay and benefits.
  - Flexible schedule to accommodate events and operations.
  - A dynamic work environment at one of the region's premier event venues.
  - Opportunities to contribute to and be part of memorable community events.
- 

### **How to Apply:**

Interested candidates are encouraged to submit a resume and cover letter detailing their experience to [[jtaylor063075@gmail.com](mailto:jtaylor063075@gmail.com)]. Alternatively, you may visit us in person at **4518 Expo Circle Dr, Stillwater, OK** during business hours. Please reach out if you have any questions.

Expo Office #: 405-377-1275

Hours: M-F, 8a.m.-4:30 p.m.

We look forward to reviewing your application and having you become a valuable member of our team!