

**LASSEN COUNTY FAIR****195 Russell Avenue****Susanville, CA 96130**

Phone (530) 251-8900

**Date:** February 5, 2026**To:** Lassen County Board of Supervisors**From:** Bill Payer, Manager**Re:** Fair Facilities Supervisor Job Description**Discussion:**

Attached for your review and consideration is the proposed Fair Facilities Supervisor Job Description. The job description was sent to the MPA bargaining unit and was approved by the unit on January 29, 2026.

This position fills a need for facilities management and employee/volunteer oversight at the Fairgrounds.

**History:** Historically the Fair had one Manager and a support staff of four throughout the year as well as numerous periodic Extra Help employees, community service workers, and volunteers. The Fair lacked the middle management necessary to oversee this constantly changing additional staff, allowing the Fair Manager the flexibility to be offsite as demanded by responsibilities of the Fair Manager. In an effort to build this level of management within the department, the proposed Fair Facilities Supervisor Job Description was created to address the needs of the Fair.

**Desired Action:** Approve Fair Facilities Supervisor Job Description

**Fiscal Impact:** This position is a Budgeted Expenditure to Fair Fund/Budget Unit No. 175-1751 that was included in the Fiscal Year 2025/2026 Fair Budget approved by the Board on 9/23/2025. There is on additional fiscal impact.



COUNTY OF LASSEN  
JOB DESCRIPTION

Class Title:	Fair Facilities Supervisor	CLASS CODE	PW02
Department:	Fair	UNIT	MM
Reports to:	Fair Manager	FLSA Status	Non Exempt
Board Approval	PENDING	RANGE	20

**JOB SUMMARY**

To plan, organize, direct and coordinate the activities of the facilities and grounds of the Fair Department including maintenance of all County owned and /or controlled facilities at the Lassen County Fairgrounds; to coordinate all maintenance activities; and to provide highly complex staff assistance to the Lassen County Fair Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Lassen County Fair Manager.

Exercises direct supervision over assigned technical, custodial, and supervisory personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Assist in the development and implementation of Departmental goals, objectives, policies, and procedures.

Manage, direct and organize maintenance and custodial activities including maintenance and upkeep of all County owned and/or controlled Fairground facilities.

Direct, oversee and participate in the development of the Fairgrounds Buildings and Grounds work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Participate in the preparation the Fair operating budget; assist in budget implementation; participate in the forecasting of funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures; recommend employee terminations.

Develop job order requirements, order supplies; process requisitions for payment.

Respond to and correct issues raised by customer concerns.

Evaluate the performance of assigned personnel.

Trouble shoot and participate in identifying a wide variety of facility related mechanical problems related to HVAC, electrical, plumbing, and structural issues.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:



**Experience:**

Three years of increasingly responsible experience in building and construction trades, including one year of lead or supervisory responsibility.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by technical courses in the construction trades.

**Licenses and Certifications**

Possession of or ability to obtain and maintain a valid Class C California driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of construction techniques and related trade skills including plumbing, electrical and HVAC systems.

Basic mechanical, hand, and power tools related to the construction industry.

Principles and practices of policy development and implementation.

Pertinent local, State, and Federal laws, rules and regulations.

Budgeting procedures and techniques.

Principles and practices of supervision, training, and personnel management.

**Ability to:**

Organize, direct, and implement a comprehensive facility and grounds maintenance program.

Operate related equipment.

Prepare and administer a budget.

Accomplish work through others.

Supervise, train, and evaluate personnel.

Interpret and explain Division policies and procedures.

Establish and maintain effective work relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Carry out duties safely and assure the safe work practices of assigned personnel.

Ability to work cooperatively with other employees.

**Physical Demands and Working Conditions:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to operate hand-held construction tools, to finger, handle, or feel; reach with hands and arms; and



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stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds and to lift various heavier items with assistance. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is exposed to outside weather conditions and seasonal temperature extremes. The noise level in the work environment is usually moderate but is exposed to sounds from electrical and motorized building and lawn maintenance equipment.