



## NEBRASKA STATE FAIR Operations Director

As of October 29, 2022

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### I. OVERVIEW

Provide management level supervision to plan, construct, repair, and maintain the Nebraska State Fair facilities and properties. Director will track and ensure that routine maintenance and repairs for equipment, systems, facilities, and property are completed timely and efficiently. Requires initiative and independent judgment in decision-making and continued contact with local, county, state, and federal agencies, and community partners and advisory groups.

Director is responsible for setup and tear down of fairgrounds and buildings, for events such as the annual Nebraska State Fair, Aksarben Stock Show, volunteer banquets, orientations, and GILCA Events.

Position is responsible for recruiting and hiring full-time and temporary staff within the Operations Team. Position sets performance standards, trains, and mentors.

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES

#### **MAINTAIN AND REPAIR FACILITIES AND PROPERTY: Approx. 75% of the position.**

- Plan, organize, and supervise the repair and maintenance of Fairgrounds facilities and properties.
- Plan and schedule projects including estimates of time and material costs required for said projects
- Calculate needs for and fulfill adequate staffing and schedules.
- Recruit and hire appropriate labor Team on a seasonal basis.
- Train, supervise, and evaluate the work of Operations Staff Team
- Manage and treat all employees equitably and ensure staff have the appropriate tools to complete daily tasks in an accurate and timely manner
- Resolves routine personnel issues or problems. Perform within safe working methods and procedure and health and safety regulations.
- Create yearly action plan and grid worksheet to ensure that the grounds are properly prepared in efficient and responsible annual timing.
- Adequately accommodate other Nebraska State Fair events and assigned partner event maintenance, setup, and operational needs by actively understanding and performing tasks need to be done to prepare for the Event/s.,
- Ability to manage conflict in professional manner, ie. handle confrontation, maintain composure throughout.
- Determines equipment, service, and supply orders.
- Maintain inventory of all Operations supplies; determine the need for supplies and services; authorizes orders for janitorial, electrical, plumbing supplies and other operational supplies/services.

- Decides disbursement of rental payments on contracts/settlements for events by properly coding, depositing and tracking revenue received, and expense incurred.
- Position provides detailed event & facility information and fulfillments to other Fair staff, and security
- Position is responsible for budget creation, administration, and adherence to, for the Operations Department.
- Accurately code invoices for payment.
- Assure compliance with established timelines.
- Knowledge of operation and maintenance of hand and power tools, equipment, and heavy equipment used for events and livestock shows.
- Assure safe and efficient operation of tools, vehicles, equipment, and heavy equipment.
- Participate in planning as needed for barn setups for livestock shows of any species.
  - Most common at this Facility are cattle, swine, lambs, goats, poultry, equine, and llama/alpaca.
- Participate in and oversee safe and efficient set up off campus-wide barns, buildings, show rings, tracks, concert venues, arenas, and more.
- Maintain routine records.
- Knowledge of successful and efficient methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work.
- Work closely with Ag Director to ensure proper planning, set up, and clean-up of equine, livestock, and competitive exhibit areas, shows, and events.

**PARTNERS, PROJECTS, and REPORTING: 25% of the position.**

- Identify, prioritize, estimate costs, and communicates capital equipment and construction needs.
- Facilitate Requests for Proposal (or bids) as needed: write specifications for specific RFPs and receive price quotes/proposals back in return.
- Position must monitor expenditures to comply with NSF Procurement Policy and overall Budget.
- Position negotiates with vendors to facilitate material, supply & equipment purchases.
- Rate and recommend contractors or suppliers for selection of RFP, capital expenditures, and projects.
- Oversee capital level expenditures and projects as assigned.
- Ability to resource and to understand and adhere to codes, rules, regulations, laws, and operational procedures pertaining to the repair, maintenance, and construction of buildings, machines, and equipment.
- Ability to multi-task.
- Strong written and oral communication skills.
- Work in partnership and build relationships with outside partners, facilities, and fairgrounds.
- Performs related duties as requested and assigned by Executive Director

**III. EDUCATION & EXPERIENCE**

This position requires proven scheduling skills, ample experience in people management, professional customer service skills, well-developed interpersonal and communication skills, multi-tasking, and organizational skills. The role needs working knowledge of building and equipment maintenance and heavy equipment and vehicle operations, and other technological functions.

**IV. ACCOUNTABILITY**

This is a Nebraska State Fair Department Head Level position and reports to the Executive Director with some oversight from Ag Director and a lateral chain of command with other Department Heads/Directors.

**V. INDEPENDENCE OF ACTION**

This position works within established Nebraska State Fair guidelines and policies. This position operates independently and must organize and prioritize projects to meet deadlines.

**VI. WORK ENVIRONMENT/PHYSICAL DEMANDS**

Work is performed in a fast-paced environment. Physical requirements include the ability to lift heavy items (over 40#) and operate various equipment in the performance of duties.

The incumbent may be required to work long days and long hours prior to and during Nebraska State Fair, Aksarben and GILCA events and is prepared to work at least a 14-day consecutive workday period/s.