

## Oregon Country Fair General Laborer Job Description

<b>Job Title:</b>	General Laborer	<b>FLSA Classification:</b>	Contract
<b>Reports To:</b>	Site & Facilities Manager	<b>Travel Required:</b>	No
<b>Location:</b>	Veneta, OR 97487	<b>Position Type:</b>	Seasonal/Full-Time
<b>Level/Salary Range:</b>	\$20/hour		
<b>HR Contact:</b>	Executive Director	<b>Date posted:</b>	3-10-25
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	3-31-25
<b>External posting URL:</b>	<a href="http://www.oregoncountryfair.org">www.oregoncountryfair.org</a>		
<b>Internal posting URL:</b>	<a href="http://www.oregoncountryfair.net">www.oregoncountryfair.net</a>		
<b>Scope of Job Description for GK:</b>			
<p><b>The General Laborer (GL)</b> is a seasonal, full-time site laborer for the Oregon Country Fair (OCF) property. This position is directly supervised by the Site &amp; Facilities Manager and works as a part of a team with the Site Supervisor, Groundskeeper, Caretaker, Site Crew, and others.</p>		<p><b>OCF Employee Job Description Documents:</b> The OCF employee positions and job descriptions represent a framework or matrix of roles and responsibilities within the complex and multifaceted culture of the organization. The ability to delegate to applicable employees and volunteers ensures that essential functions are fulfilled.</p>	

**MISSION** The Oregon Country Fair creates events and experiences that nourish the spirit, explore living artfully and authentically on Earth and transform culture in magical, joyous and healthy ways.

**THE GENERAL LABORER (GL) POSITION** The GL is appointed by, and serves at the will of, the Site and Facilities Manager who has the authority to modify the GL's job description or assign other duties as needed. The GL has primary responsibility for general labor at the Oregon Country Fair properties, especially around the three-day Oregon Country Fair event each July.

The GL is supervised and evaluated annually by the Site and Facilities Manager.

### ESSENTIAL DUTIES

This is a seasonal, 40 hours per week, approximately May 15<sup>th</sup> – August 15<sup>th</sup> job.

- Stewardship and security of OCF property and its related infrastructure and equipment with the Site Manager.
- The GL will work with the Site Manager, the Site Supervisor, Groundskeeper and the Caretaker to provide landscape maintenance including nursery work, watering, gardening, turf maintenance, haying, and invasive species control. The GL may be directly involved in riparian enhancement and/or restoration projects.
- Maintenance, organization, and repair of OCF tools, equipment, and hardware.
- The Site Manager will direct the GL to carry out or to facilitate a variety of projects and seasonal chores at OCF properties. These may include, but are not limited to, the following; planting, mowing, irrigation, road maintenance, and general cleanup. The GL will consult with the Site Manager before initiating any major repairs.
- The GL will facilitate coordinators and volunteers in locating essential supplies and in performing necessary repairs or operations. The GL shall be fully cognizant of safety considerations and intervene to prevent hazardous situations when and wherever possible.
- Under Site Manager supervision, the GL may work with state and local law enforcement agencies, fire departments, and OCF Security as necessary.

- Site Manager may require the GL to attend staff meetings, and/or other meetings as directed. The GL may be required to assist in a variety of capacities during other events such Culture Jam Youth Camp and the OCF picnic.
- Work collaboratively with all levels of the organization, to ensure a culture that embraces diversity and promotes inclusion and equity as an integral part of operations.
- Be familiar with and follow all relevant OSHA standards applicable to the worksite.
- Perform all tasks in accordance with established safety procedures and OSHA regulations, including the proper use of safety gear & PPE.
- Actively participate in safety meetings and monitor and report any safety concerns or hazards to the site supervisor immediately."
- Other duties as requested by management.

### QUALIFICATIONS

- Operate a truck, tractor, or other type of heavy equipment to assist with deliveries or other essential operations.
- 1 year experience operating a forklift.
- Plant identification skills are desirable including Western Oregon native and non-native species.
- Ability to interact with volunteers, visitors, trespassers, and fire and law enforcement officers in an effective and efficient manner.
- Skills in defusing tense situations, and to carry out security and other duties in a nonviolent fashion, using a high level of communication and conflict resolution skills.
- Exercise good judgment when carrying out duties.
- Required to attend OCF intervention training before every Fair.

### OTHER REQUIREMENTS

- A valid Oregon driver's license.
- A satisfactory criminal background check prior to employment.
- Availability and willingness to work evenings and weekends, as needed.
- On-site working conditions require the ability to climb, step over objects, and maneuver through loose, wet, or uneven surfaces similar to those of a construction site. The ability to lift and carry fifty (50) pounds, open and close gates, warehouse doors, operate equipment such as tractors, trucks, and lawn mowers, and to walk, stand, and sit for long periods of time is essential. Event working conditions will require the use of communications equipment; including two-way radios and other communication equipment (examples include landline telephone, intercoms, pagers, and cell phones).

Oregon Country Fair is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Oregon Country Fair makes hiring decisions based solely on qualifications, merit, and business needs at the time.