



RODEO AUSTIN

Re-drafted 6.13.2019

Date: **6.13.2019**

Position: **Operations Assistant**
Full time; 40+ hours per week

Company: **Rodeo Austin®**
9100 Decker Lake Rd., Austin, TX 78724

Salary: Commensurate with experience and education

Benefits: Medical, Dental, Vision, Life, Short and Long Term Disability Insurance, Retirement, Vacation Time, Personal Leave Time, and Flex Work Schedule

Who we are:

Rodeo Austin is a non-profit organization dedicated to Promoting Youth Education - Preserving Western Heritage. Held annually in the month of March, Rodeo Austin draws 250,000 fairgoers who attend the Rodeo, Concerts, Livestock Shows, Commercial Exhibits, Carnival and other attractions. Proceeds from this event fund scholarships for young people from 254 Texas counties. Over 1,000 volunteers complement a full-time staff of 15 who plan and coordinate Rodeo Austin. The event has become one of the largest non-profit contributors to education in Central Texas.

Job Description:

Applicants should have interest in event coordination and must have working knowledge of heavy equipment operation and various hand tools. Applicants must have a strong work ethic, good communication and problem-solving skills. Applicants must be willing to work in all weather conditions and are preferred to have experience with Agricultural and Construction backgrounds. 40+ hours per week, some weekends. Operations coordinator will be performing routine duties associated with the day-to-day activities of the operations/maintenance department. Will report directly to Field Operations Manager.

Primary Duties and Responsibilities:

- Facility maintenance including
 - Maintenance of 13,000 sq. ft office building
 - Maintenance of 28,500 sq. ft operations shop
 - 100% maintenance of 40+ acres of property
 - Support 180+ acres of Fairgrounds set up and tear down during the month of March
- Grounds Maintenance Including
 - Shredding and mowing fields

- Application of weed and insect treatments
- Control of drainage and run off
- Maintain Maintenance Systems including but not limited to:
 - controlling machines and processes, monitor materials and surroundings, repairing and maintaining equipment (must be able to lift 100 lbs., stand for long periods)
- Support fair and rodeo service providers including but not limited to:
 - Electrical, general labor, parking, tents, bleachers, security, traffic control, ATM, etc.
- Lead temporary staff and volunteer's tasks and duties
- Support to all Annual Events
 - Annual Meeting, Board Meetings, Committee Chair Meetings, Scholarship Awards Ceremony, Shootout Sporting Clay Tournament, BBQ Auction & Concert, Fashion & Fine Art, Gala, Cowboy Breakfast, Youth Auction and other committee events as assigned
- Special Projects as assigned

Skills Needed:

- Must possess strong skills in administering a safe work environment for yourself and others; prefer training in safety practices and accident prevention
- Basic to moderate skills in the following areas:
 - Carpentry, painting, plumbing, welding, general handyman
- Operate Heavy Equipment such as:
 - Backhoe, skidsteer, forklift, boomlift, wheel loader
- Detail-oriented, analytical, and organized
- Process-oriented and a self-starter
- Efficient multitasking and time management
- Sound judgment in practical matters
- Exhibit strong communication and listening skills
- Proactive, but reactive
- Quick learner; adaptive
- Willingness to handle expanding job scope and responsibilities as we grow

Other Benefits:

This position will be at a high measure of independence, with a variety of work tasks every week. This position will enjoy a semi-flexible work schedule, as well as open shop benefits.