

Maintenance & Operations Supervisor I
Essential Task Ratings Results

Task #	Task Statement
1	Plan, organize, and direct the work of a staff of maintenance workers and others, including volunteers.
2	Delegate assignments and work orders to maintenance and 119 day employees engaged in the operations, installations, maintenance, alteration and maintenance systems and components to ensure proper completion of work assignments.
3	Inspect all contract work being done on the grounds to ascertain that it meets the terms of the contract agreement.
4	Direct the maintenance and operation of the facilities in connection with the presentation of a wide variety of shows, exhibitions, and meetings.
5	Plan and prepare the needed facilities and operations staff required for client's specific needs at interim events.
6	Check with fairground staff to ascertain client needs for interim (e.g., car show, concerts, weddings, etc.) events are being set-up and completed per client's contract agreement.
7	Assist in programming and planning for a new construction of a facility on the fairgrounds or for repairs or modifications to existing facilities such as construction, plumbing, and electrical work.
8	Prepare preliminary cost estimates for work to be done on the fairgrounds for approval by upper management.
9	Make recommendations to upper management for repairs and improvements for work to be done on the fairgrounds, as needed.
10	Prepare specifications for minor construction projects and supervise the work.
11	Supervise in the requisition, accounting for, and storage of tools, materials, supplies and equipment to ensure proper operation of utilizing procurement forms (e.g., purchase orders, written requisition form, bids, recycle content, etc.) as required by operational procedures, State Administrative Manual, Departmental Operations Manual, etc.
12	Direct and train the staff on the operation and maintenance of motor equipment used in connection with buildings and grounds maintenance.
13	Routine inspection of building and equipment for fire and safety guidelines set forth by the State Fire Marshal.
14	Ensure fire and safety codes are in place for the safety of patrons and property.

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15	Collect, research and analyze documentation relating to improvements in operations and reduction in costs for fairgrounds.
16	Trains and evaluates the performance of employees running equipment making certain that all safety precautions are being enforced and employees have been properly trained.
17	Maintain accurate and up-to-date personnel files on employees (e.g., work attendance, disciplinary action reports, injury reports, training records, etc.) to ensure appropriate accountability and documentation for Individual Development Plans (IDP).
18	File and maintain blueprints to view for future and existing projects.
19	Prepare correspondence, reports, manuals, electronic mail messages, and other job related documents and materials for a variety of audiences.
20	Develop and maintain a good working relationship with the interim coordinators, vendors, and the public.
21	Review and maintain all leave balances for permanent and 119 day employees and schedule employee's work hours accordingly.
22	Arrange for all trash pick-up, sweeping, and cleaning of facilities on the grounds after each interim event and daily maintenance of fairgrounds.
23	Act as a principal assistant to a Maintenance and Operations Supervisor II in the largest District Agricultural Associations (DAA)
24	Communicate clearly and concisely, orally and in writing, with superiors, peers, subordinate employees, and other co-workers to share information and contribute to the efficiency and productivity of the work unit.
25	Read and analyze reports, memos, manuals, and other job-related materials and documents to determine affect on work unit operations and staff.
26	Communicate and coordinate district activities with governmental agencies, law enforcement, health and safety officials, fire inspectors, building inspectors, local, state and federal agencies as needed.
28	Administer provisions of collective bargaining agreements to ensure compliance in the course of supervising represented employees.
29	Interpret and explain departmental policies, procedures, rules, and/or practices to employees, vendors, contractors, and other organizations.
30	Ensure and maintain the safety and security of work areas and materials in the performance of daily activities to prevent injuries and damage to property, etc., utilizing interpersonal skills and heightened awareness of the surroundings.

Task #	Task Statement
31	Resolve verbal conflicts (e.g., disagreements/disputes) using interpersonal, mediation and facilitation to achieve and maintain a cohesive, productive work environment in accordance with departmental policies and procedures.
32	Complete and review work orders to ensure the requested services are completed and necessary systems and components are installed, repaired or maintained to ensure proper operations of facilities/departments.