

Senior Maintenance Worker
Essential Task Rating Results

Task #	Task Statement
1	Perform difficult/advanced maintenance tasks such as plumbing, carpentry, painting, welding, electrical, asphalt, drawing up plans, mechanical and equipment repairs, cement work, janitorial work, landscape maintenance and repair, sprinkler repair, or small/large engine and equipment repair.
2	Perform new construction and/or repair tasks such as carpentry, building repairs, landscaping, sprinkler installation, fabrication, plumbing, painting, electrical cement, masonry, or welding.
3	Performs lead and supervision over a crew of maintenance workers, groundskeepers, fairground attendants, community volunteers, untrained inmate crews, seasonal employees and 119-day employees assigned to maintain the fairgrounds facilities including; painting, carpentry, plumbing, electrical work, cement work, roofing, landscaping, mechanical and equipment repairs, set up for various events, and other duties as required to perform the essential functions as assigned.
4	Supervise and delegate various janitorial functions such as, cleaning buildings, repairs, ordering and monitoring supplies, restrooms, and stocking them with adequate supplies for future renters. Train in the proper use of chemicals used on the facility, cleaning and maintenance material is stored properly, address proper use of personal protective equipment (PPE), proper use of all janitorial equipment before use and proper signage to insure public safety during or after janitorial functions. Schedule janitorial staff to ensure a clean and safe facility.
5	Performs janitorial functions as needed such as sweep, mop, clean surfaces, clean appliances, stoves, refrigerator and freezers, only if absolutely necessary.
6	Set up and tear down for fair and interim events using a forklift, tractor trailer or wheel carts to move tables, chairs, bleachers, benches, siding, stages, ramps, carpets, platforms, riser and temporary structures. Prepare arena floor for car, house or ice show using rototiller, tractor, and backhoe as needed.
7	Operates an assortment of equipment for different tasks such as tractors, dump trucks, skiploader, aerial lifts, water trucks, lawn equipment such as blowers, mowers, trimmers, and electric hand tools.
8	Perform and advise employees to maintain equipment such as pickups, automobiles, golf carts, tractors, forklift and mowers to prolong life and a safe environment. Must ensure all hand help power tools are in safe operating condition.
9	Conduct interviews and make recommendations of temporary maintenance workers to maintenance supervisor. Hire temporary maintenance workers in accordance with facility guidelines and work with California Department of Food and Agriculture Human Resources to ensure background checks and applicant skills meet the requirements for the position.

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10	Enforce the use of proper safety regulations, ensure all training has been provided and all employee are aware of their responsibility to report all unsafe hazards to supervisor.
11	Teach monthly safety regulations at meetings and trainings. Show safety videos on topics such as "Slips and Falls" and "Forklift Safety". Provide safety classes for trip and fall hazard, clean-up of spills or objects, unsecured electrical wires exposed, broken glass.
12	Makes job assignments and organize tasks that best utilize the skills and knowledge of employees so that work may be completed safely and in a timely manner including job hazard analysis (JHA). Prepares work schedules and instructs employees of their daily, weekly, monthly job tasks and any emergency that may come up.
13	Monitor and order janitorial supplies used to keep the buildings and grounds clean and orderly utilizing state contract or price competitive vendor. Additionally, ensuring that janitorial products meet state guidelines for required recycled content.
14	Research and planning to estimate labor requirements needed to perform tasks, maintenance or repair of facilities, grounds or equipment. Provide all proper materials and tools needed to estimate how many employees for each task assigned and to evaluate and give enough time to complete the task safely.
15	Assists to estimate labor costs needed to perform tasks, maintenance or repair of facilities, grounds and equipment while determining number of personnel, benefits, equipment, materials and fuel costs to complete task.
16	Assist and communicate with other supervisor and/or CEO in determining maintenance expenses, purchase supplies, perform tasks, maintenance or repairs of facilities and equipment for budget purposes.
17	Train a crew of maintenance workers, groundskeepers, fairground attendants, seasonal, volunteers and 119-day employees assigned to assist in completing a wide variety of maintenance, grounds keeping and construction tasks.
18	Assist, maintain and keep daily, weekly or monthly records such a service/inspection log, alternative work, community service programs, interim rentals, employee trainings, recycling, equipment maintenance, fleet and usage and fair employees.
19	Prepare written or oral reports for pesticide use, construction, grounds, plumbing, roofing, monthly meetings, maintenance costs, inventory, Waste Management, vehicle reports etc. as needed for the CEO, administration, the public or the Board.
20	Prioritize task to fully utilize the staff ensuring that all facility and event needs are met.
21	Advanced experience/comprehension of graphs, blueprints, specifications to construct or repair buildings or infrastructure regulated by Federal, State and County requirements.
22	Enforce the use of Proper Protective Equipment (PPE), gloves, safety glasses and hand tool operations when needed.
23	Assist in maintaining records such as employee trainings, safety, Material Safety Data Sheets (MSDS) and Injury Illness Prevention Plan (IIPP) for safety meetings and injuries.