

Chief of Plant Operations I
Essential Task Ratings Results

Task #	Task Statement
1	Plan and supervise the operation, maintenance, and repair of all buildings, structures, and equipment including but not limited to the utilities, plumbing, heating, lighting, intercommunicating, water treatment, sewage disposal, air conditioning, ventilating and refrigerating systems, and auxiliary equipment, including high-pressure steam boiler units, chillers, chilled water piping, cooling towers, gas and oil furnaces, transformers, chlorinators, pumps, compressors, condensers, steam lines, water lines, gas lines, steam traps, meters, recorders, and electronic and fire alarm systems on a daily basis.
2	Work with staff and management responsible for the facilities' energy management program to develop procedures and programs, including energy audits, conservation and efficiency changes and recommendations
3	Assign and inspect the carpentry, electrical, plumbing, roofs, structural, masonry, and painting work required in the maintenance and repair of buildings, structures and equipment to ensure they meet Uniform Building and Safety codes.
4	Supervise the installation, maintenance, and repair of laundry, kitchen, dairy, cannery, and sewage plant, emergency generators and similar institution facilities and equipment, and the repair and construction of parts, tools, fixtures, and equipment.
5	Coordinate the work of skilled and semiskilled employees to ensure budgets and timeline are kept in line with project estimates. As well as to ensure work is performed in the most effective manner possible.
6	Check and consult with the skilled craft persons in the various repair shops on work progress and problems.
7	Inspect equipment and facilities to determine condition and need for repairs. Prepare report for the CEO with budget (estimate future equipment and material requirements) and timeline for repairs.
9	Keep records of equipment and operating data to implement mobile equipment inspection for all mobile equipments and data files for all repairs made to stationary equipment.
10	Review and prepare various written documents (e.g., records of meetings, reports, etc.) in order to maintain, repair, and plan for the appropriate maintenance of the institution, utilizing various resources (e.g., staff, preventive and corrective maintenance programs, environmental health survey, capital outlay process), as needed.

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11	Implement and plan to store all plans, records, and work performed or changes for construction and building maintenance programs.
12	Review and prepare cost estimates, justifications, analysis, emergency response procedures, plant operations procedures, etc., in order to ensure the institution is maintained in a safe and secure condition utilizing various resources, as needed.
14	Track and facilitate construction and repair projects with all entities to minimize disruption to institutional programs and ensure compliance with applicable codes and design criteria utilizing various resources (e.g., CFFA, California Code of Regulations (CCR), Departmental Design Criteria Guidelines, project drawings and specifications, etc), as needed.
15	Inspect the maintenance, repairs, and alteration of buildings, structures, roads, roofs, grounds, walkways, equipment, and other related infrastructure to ensure satisfactory conditions of living and working standards utilizing various resources (e.g., California Code of Regulations, Departmental Operation Manual (DOM), California Fire Code, etc.), as needed.
16	Monitor compliance of health and safety regulations, regulatory requirements, institutional security requirements (tool and key control), and hazardous materials programs to produce a safe and secure environment utilizing various resources (e.g., CCR, DOM, knowledge of the programs/facilities, etc.), on a daily basis.
17	Conduct monthly meetings and training to individuals/groups in the appropriate interpretation and application of policies, procedures, trends, knowledge, and safety awareness utilizing various methods (e.g., classroom, on the job, etc.) as needed for successful job performance.
18	Provide training and opportunity for staff development in order to improve job skills and promote upward mobility, using departmental manuals, regulatory information, continuing education, etc. on an on-going basis.
19	Evaluate and provide feedback to employees to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board, as required.
20	Prepare employee performance reports (i.e., Individual Development Plan, Report of Performance for Probationary Employee) to provide required documentation that the employee is performing or not performing the objectives/standards of the class as required by the State Personnel Board.

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21	Initiate and/or participate in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance utilizing various resources (e.g., knowledge, policies, procedures, etc.) in accordance with Departmental policy and State laws, rules and regulations.
22	Participate in the review and development of the Five-Year Plan, Concept Papers, Capital Outlay Budget Change Proposals, and Section 6.0 Project Requests to obtain approval/secure funding for code compliance changes, mandated program changes, or facility maintenance and improvements utilizing various resources (e.g., engineering requests, policies, regulations, court mandates, etc.), as needed.
23	Produce floor plans and maps for events that are approved by rental clients including rental equipment needed to complete event set-up.
24	Oversee and schedule maintenance and janitorial staff for the set-up, janitorial, maintenance, and clean-up needed for each event.
25	Inspect building or area for safety issues that will need to be corrected before each event and inspect for damages after event that may need to be billed to client.
26	Oversee move-in and move-out of entire Fair operation such as stages, portable toilets, tents, vendor trailers, campers, rental equipment, etc.
27	Oversee the hiring and temporary maintenance and janitorial staff for fair time and seasonal jobs.
28	Develop Capital Project lists and recommendations for new or replacement buildings, structures or equipment.
29	Responsible for providing maintenance and operations support for the facility in connection with events and facility rentals at Fairgrounds.
30	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.
31	Prepare and administer an annual budget for the operation of the facility including utilities, supplies, equipment, wages, repairs and construction projects.
32	Attend Board meetings and provide staff support on issues involving Fairgrounds operations.