



Job Description

22nd District Agricultural Association

Classification Title/Code: Maintenance Worker (6760)	Department: Facilities	
Working Title: Maintenance Worker	Tenure: Permanent	Time Base: Full Time
Reports to: Facilities Manager (Maintenance & Operations Supervisor II)	CBID: R12	FLSA Status: Non-Exempt
	Supervision Exercised: No (0)	
Name: Vacant	Effective Date: TBD	

The statements contained in this job description reflect the general details as necessary to describe the principal functions of this job. This job description should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or otherwise to balance the work load.

Position Description

Under the general direction of the Maintenance and Operations Supervisor II, the duties of a Maintenance Worker include, but are not limited to, performing a wide variety of maintenance functions necessary to maintain and operate the facilities of the 22nd District Agricultural Association/Del Mar Fairgrounds. Maintenance work performed includes, but is not limited to the following: painting; carpentry; plumbing; electrical work; landscaping; mechanical and equipment repairs; operating equipment such as tractors, dump trucks, blowers, sweepers, loaders, fork lifts; janitorial functions; ordering and record keeping of supplies; installing blacktop and grade; cement work, brick work; setting up and/or installing temporary structures or events; roofing; digging irrigation ditches; repair work of buildings, arena operations, operating various types of equipment, tools, and light motor vehicles, and leading the activities of temporary and/or unskilled workers.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodations. Consideration of reasonable accommodation for qualified individuals with disability may be made, providing that doing so does not impose an undue hardship.

35% Building and Grounds Maintenance

- Performs a wide variety of maintenance functions necessary to maintain and operate the facilities using common methods, practices, materials, tools, and equipment used in construction, general maintenance, and repair work of buildings including electrical, carpentry, mechanical, plumbing, painting, welding, mechanical and equipment repair, landscaping, and grounds maintenance.
- Performs minor mechanical and equipment repairs on vehicles and equipment used to perform maintenance work that includes weekly fluid level checks, lube and oil changes, changes tires, light bulbs, fuses, filters, and window wipers, and logging vehicle maintenance and fuel usage, etc.
- Performs manual labor associated with building and grounds maintenance such as installing blacktop and grade, concrete and asphalt pavement repair, loading materials on trucks, digging ditches, demolition, and remodel work using jackhammers, sledgehammers, digging bars, shovels, wheel barrels, and other common hand tools and equipment.
- Performs custodial work such as sweeping, moping, vacuuming, and cleaning restrooms, surfaces, appliances, refrigerator/freezers, etc. using cleaning tools and appropriate cleaning solutions to control dust, sanitize, remove spills, and clean dirt.

30% Event Setup and Teardown

- Setup and teardown for the fair and interim events including, but not limited to, moving and setting tables, chairs, dance floors, portable stages, bleachers, fence lines, crowd control barriers, traffic barricades (K-Rail), sidings, ramps, carpets, platforms, risers, temporary structures, etc. using forklifts, tractor trailers, wheel carts, and other necessary equipment.
- Works and communicates effectively with event coordinators, promoters, and customers for event setup and maintenance to ensure each event runs smoothly and in accordance with the event order.
- Cleans and services buildings and grounds for rentals prior to, during, and after events.

25% Operation and Maintenance of Equipment, Tools, and Light Motor Vehicles

- Operates various types of equipment and tools (e.g., forklifts, man lifts, scissor lifts, aerial lifts, tractors, skip loaders, front loaders, skid-steers tractors, garbage compactors, buffers, scrubbers, vacuums, sweepers, brooms, mops, shovels, hoes, picks, pitchforks, etc.)
- Operates light motor vehicles (e.g., automobiles, pickups, vans, cargo trucks, golf carts) to move from various areas of the facility to perform building and grounds maintenance tasks and event setup and tear down.

5% Lead Responsibilities

- Leads the activities of workers (e.g., unskilled seasonal employees, contract workers, community volunteers) assigned in completing a wide variety of building and grounds maintenance and construction tasks, teardowns for various events, and other duties as required.
- Ensures all safety policies, procedures and practices are adhered to.

Marginal Job Functions

5% Category

- Compiles repair lists for trade's personnel to ensure all repairs are completed quickly and efficiently to ensure safety of all District's property.
- Assists Facilities Supervisors with outside contractors on special projects as needed.
- Performs other duties as directed, requested, or assigned.

Working Conditions

Essential job functions require considerable physical strength, agility, and mobility to perform heavy, sustained physical work. Work activities involve occasional periods of sitting, standing, balancing, crawling, kneeling, reaching, squatting, stooping, bending and twisting of waist and neck, bending of neck in an upward and downward flexion, and side-to-side turning of neck. Work involves frequent walking including walking on uneven ground. Work activities also include frequent lifting, carrying, pushing, and pulling average-weight cleaning and maintenance equipment, tools, materials, supplies, and furniture up to 50 pounds; occasional ascending and descending stairs and ladders; and occasional power grasping and repetitive hand movement and fine finger dexterity and fine coordination to operate various cleaning and maintenance equipment, tools, radio, and standard office equipment. Work is performed both indoors and outdoors under adverse weather conditions. Work involves occasional exposure to the elements consisting of dust, dirt, fumes, chemicals, and unpleasant odors. Work environment involves some exposure to hazards or physical risk that require following basic safety precautions.

Attendance, Conduct, And Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the Department's sole discretion; work cooperatively with team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Also, must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.