



CALIFORNIA EXPOSITION & STATE FAIR DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:
		___/___/___
CLASSIFICATION:	POSITION #:	UNIT #:
Park Aide	313-760-0986-901	760
		CBID:
		E

SUPERVISOR ACKNOWLEDGEMENT

BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR NAME:	CLASSIFICATION:
Thomas Ynigues	Event Services Supervisor
SUPERVISOR SIGNATURE:	DATE:
	___/___/___

POSITION INFORMATION

MISSION:

The California Exposition and State Fair (Cal Expo) mission is to create and provide a State Fair experience reflecting California including its industries, agriculture, and diversity of its people, traditions and trends shaping its future supported by year-round events through competitions, exhibits, events, displays, entertainment and education.

Event Services provides set up and strike and all needed support for all events taking place at CAL-Expo. Event support with janitorial, custodial, setting up seating, tables, pipe and drape, assembly and removal of in-line barricades or temporary fencing. Stage building, material handling, setting up buildings per Event Promoter approved layout specifications, tending to facility and event promoter needs prior to and during events. Mobilizing and deploying various types of material handling and cleaning equipment in order to prepare, clean up after and service various types of events taking place at CAL-Expo.

CONCEPT OF POSITION:

The Park Aide will be required to support interim events, State Fair, and work alternate schedules at times, (weekends, nights, etc.). Incumbent will be required to apply basic knowledge in the area of janitorial and event set up. Incumbent will be expected to respond to direction from various sources throughout the facility during and in between events.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

- | | |
|---|---|
| <input type="checkbox"/> DESIGNATED UNDER CONFLICT OF INTEREST CODE
<input type="checkbox"/> REQUIRED TO CARRY A BLACKBERRY/IPHONE
<input checked="" type="checkbox"/> CA DRIVER'S LICENSE, CLASS – LIST TYPE(S): C
<input checked="" type="checkbox"/> PARTICIPATION IN DMV PULL NOTICE PROGRAM
<input checked="" type="checkbox"/> REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS
<input checked="" type="checkbox"/> WORKS NEAR FAST- MOVING MACHINERY OR TRAFFIC
<input checked="" type="checkbox"/> PERIODIC OVERTIME
<input checked="" type="checkbox"/> MAY BE REQUIRED TO RESPOND AFTER WORK HOURS
<input checked="" type="checkbox"/> PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND
(EXPLAIN) MUST BE ABLE TO LIFT 25 LBS | <input type="checkbox"/> MAY REQUIRE ANNUAL MEDICAL EVALUATION
<input type="checkbox"/> MAY REQUIRE DRUG TESTING
<input checked="" type="checkbox"/> BACKGROUND CHECK/FINGERPRINT CLEARANCE
<input checked="" type="checkbox"/> OPERATES HEAVY MOTORIZED VEHICLES
<input checked="" type="checkbox"/> WORKS AT ELEVATED HEIGHTS
<input checked="" type="checkbox"/> PROLONGED PERIODS OF (CHECK ALL THAT APPLY):
<input type="checkbox"/> SITTING <input checked="" type="checkbox"/> STANDING <input checked="" type="checkbox"/> KNEELING <input checked="" type="checkbox"/> BENDING <input checked="" type="checkbox"/> LIFTING
<input checked="" type="checkbox"/> OTHER May be exposed to extreme temperatures or airborne dust. Incumbents should be prepared to sit or stand prolonged periods of time |
|---|---|

SUPERVISION EXERCISED (CHECK ONE):

- NONE
 SUPERVISOR
 LEAD PERSON
 TEAM LEADER

FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:

# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:

FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:

# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:

RESPONSIBILITIES OF POSITION

ESSENTIAL FUNCTIONS:

50%	Performs cleaning duties manually or by machine to maintain an acceptable level of cleanliness in all Facilities within CAL-Expo. Tasks include sweeping, scrubbing, mopping and disinfecting floors; vacuuming rugs and carpets; operating scrubbers, buffers, and other janitorial equipment and machinery; cleaning, receptacles; picking up trash and debris; cleaning stairways, hallways, restrooms, partitions, lobbies, counters, ceilings, walls, interior and exterior of windows, light fixtures, glass partitions, vents. Restocks supplies in restrooms, replenishes janitorial supplies, take inventory and inform supervisor regarding supplies needing to be reordered.
40%	Carries out minor manual labor to assist in all events, tasks include moving and arranging furniture and equipment; setting up and breaking down of special events. Empties and cleans waste receptacles. Removing gum from carpets, floors and under counters. Haul trash from 55-gallon containers to collection areas. Lifting 55-gallon trash liners. Maneuvering dumpster bins, setting up trash bins, preparing and cleaning parking lots. Pick up trash with scuttle or by hand as required throughout the facility.
10%	Drive small truck, Operate JLG, small tractor, scissor lift or forklift with proper training and certifications from Cal Expo Safety oversight under direct supervision.

DESIRABLE QUALIFICATIONS

(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)
KNOWLEDGE IN SAFE AND PROPER ELECTRIFIED TRAM MAINTENANCE AND OPERATION.

- Experience providing janitorial services
- Experience with set up and tear down of events
- Ability to operate heavy motorized vehicles
- Be willing to be trained and certified in the operation of material handling and lifting equipment.
- Outstanding customer service skills, exhibit tact and diplomacy in verbal and written communications, and possess a strong work ethic
- Ability to work in a fast-paced environment with changing priorities and be able to multi-task
- Exceptional attendance, punctuality, and dependability
- Ability to work independently or cooperatively in a group setting
- Strong interpersonal skills

SPECIAL PHYSICAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/2 to 2/3 of a workday

Occasionally: Involves 1/3 or less of a workday

Standing: Constantly

Walking: Constantly

Sitting: Frequently

Lifting: Frequently

Carrying: Frequently

Stooping/Bending/Kneeling/Crouching: Constantly

Reaching in Front of the Body: Constantly

Climbing: Frequently

Balancing: Frequently

Pushing/Pulling: Constantly

Fine Finger Dexterity: Frequently

Hand/Wrist Movement: Frequently