



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 #:

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:
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 through competitions, exhibits, events, displays, entertainment and education during the State Fair and throughout the year.

Maintenance and Operations provides all of CAL-Expo with skilled and semiskilled maintenance on all mechanical, plumbing, electrical, and structural systems including fleet maintenance, painting, groundskeeping, and material handling. Providing excellent customer service in support of all events and the California State Fair.

CONCEPT OF POSITION:

This position supports the California Exposition and State Fair's mission by performing a variety of skilled and semi-skilled work in the operations, maintenance, and repair of facility buildings. Perform work in inclement weather, alternating schedules of weekends and nights applying various skills and knowledge in all building trades to assist and facilitate the building maintenance expertise required to set-up and take down various interim events, Fairs, Concerts, and trade shows in fast paced and fun environment.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

☐ DESIGNATED UNDER CONFLICT OF INTEREST CODE	☒ MAY REQUIRE ANNUAL MEDICAL EVALUATION
☐ REQUIRED TO CARRY A BLACKBERRY/IPHONE	☐ MAY REQUIRE DRUG TESTING
☒ CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):	☐ BACKGROUND CHECK/FINGERPRINT CLEARANCE
☒ PARTICIPATION IN DMV PULL NOTICE PROGRAM	☒ OPERATES HEAVY MOTORIZED VEHICLES
☐ REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS	☒ WORKS AT ELEVATED HEIGHTS
☐ WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC	☒ PROLONGED PERIODS OF (CHECK ALL THAT APPLY):
☒ PERIODIC OVERTIME	☐ SITTING ☒ STANDING ☒ KNEELING ☒ BENDING ☒
☒ MAY BE REQUIRED TO RESPOND AFTER WORK HOURS	LIFTING- SEE EXPLANATION FOR ADDITIONAL INFORMATION ON NEXT
☒ PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND	PAGE

(EXPLAIN)	<u>*REQUIRES THE ABILITY TO CARRY A MINIMUM OF 70 POUNDS, WORK UNASSISTED IF NECESSARY AND WORK STANDING THROUGHOUT THE WORK DAY.</u> ☒ 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:	
75%	Maintain, repair, install, and construct within all facilities and buildings within all areas of State Fairgrounds. Maintains, and repairs building fixtures and equipment, including locks, windows, doors, faucets, flush valves, gutters, drains; replaces light bulbs, ballasts, and fuses; makes simple repairs to flat-work, carpentry, paint, plumbing, electrical; assists in maintaining and repairing electrical lines and fixtures; assists in lubricating, regulating, and repairing sewer, domestic well water piping, cooling, and heating system lines and equipment; assists in repairing roofs; assists in repairing asphalt and concrete; assists in painting buildings, structures and equipment; occasionally operates automotive equipment and hauls material; requisitions supplies; completes daily logs on work done.
20%	Assists Event Services in the support and execution of interim events and the State Fair. Assists in maintaining grounds in proper condition during and in between events, placing tables and chairs, operating sweepers, blowers, and lift equipment in support of the various events and Fairs throughout the year.
MARGINAL FUNCTIONS:	
5%	Other job-related duties as required.
DESIRABLE QUALIFICATIONS	
(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)	
•Excellent communication skills. •Maintain a valid driver's license •Ability to work in a fast-paced environment with changing priorities and be able to multi-task. •Ability to research and apply applicable laws, rules, and policies. •Exceptional attendance, punctuality, and dependability. •Outstanding customer service skills, consultative abilities, exhibit tact and diplomacy in verbal and written communications and possess a strong work ethic. •Ability to work independently or cooperatively in a group setting. •Ability to maintain confidentiality. •Ability to work weekends, holidays, and irregular shifts. •Knowledge of equal employment opportunity policies and procedures.	

- Knowledge of labor relations and applicable union contracts.

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: Occasionally

Lifting: Frequently

Carrying: Frequently

Stooping/Bending/Kneeling/Crouching: Constantly

Reaching in Front of the Body: Frequently

Climbing: Frequently

Balancing: Frequently

Pushing/Pulling: Frequently

Fine Finger Dexterity: Frequently

Hand/Wrist Movement: Constantly