



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 #:
Chief of Plant Operation II	313-700-6750-001	700

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:
Matt Cranford	Deputy General Manager
SUPERVISOR SIGNATURE:	DATE:
	____/____/____

POSITION INFORMATION

MISSION OF SECTION:

The mission of the Operations Department is to maintain the facility and all components thereof in working order at all times. Also required is continuous compliance with all regulatory requirements from all governing bodies, organizations and municipalities.

CONCEPT OF POSITION:

Under the general supervision of the Deputy General Manager, the Chief of Plant Operations II (COP II) will utilize knowledge and experience of fairground(s) and event operations, including required experience with governing bodies, organizations and municipalities, to oversee the facility operations of Cal Expo. The COP II will directly supervise the operational departments of Maintenance; including electrical, mechanical, heating and air conditioning, carpentry services, equipment, fleet services, refuse disposal, water treatment and recirculation of multiple structures across the facility, landscape and groundskeeping, as well as any singular and auxiliary equipment in or on the grounds, including but not limited to: fixed attractions (i.e. monorail), refrigeration systems, high-pressure steam boiler units, 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; rough and finish carpentry, masonry, and painting work required in the maintenance and repair of buildings and structures; maintenance and repair of livestock areas, refuse removal and sewage treatment; upkeep of walks and roads, and the repair and construction of parts, tools, and fixtures. COP II will regularly inspect equipment and facilities to determine condition and need for repairs; estimate future equipment and material requirements; maintain blueprints and records of institutions for facility; keep records of equipment and operating data; prepare reports as needed and requested; plan for construction and building maintenance programs and such other related activities as may be delegated, and do other related work. Oversight is not limited to existing structures and areas, but will involve temporary installations of utilities to support the annual California State Fair and other events during the year with attendance ranging from a few hundred on a daily basis to over 25,000 on a single day.

The COP II will maintain oversight and approval of all staffing schedules, time card reconciliation and approval, and act as the primary liaison with temporary staffing services for departments under their supervision. The COP II will maintain oversight and facilitation of work orders, purchases or rentals, and RFP's generated for facility operations. The COP II will assist in forward planning related to capital outlay and project management as requested. The COP II will work in conjunction with Administration and Risk Management to ensure compliance with all feasibility and sustainability efforts that occur on the grounds. The COP II will manage the after-hours, on-call process as needed. The COP II will participate in the resolution of personnel conflicts when and as needed and requested.

COP II will be responsible for the oversight of 15-20 Permanent Fulltime and 20+ temporary seasonal employees. Additionally, construction management may be needed to ensure timely repairs of approved quality of work by contractors on the facility as required.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

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

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:

40%	Directly manage and supervise the direct reports to the COP II in regard to facility operations. Responsible to select and hire appropriate staff to complete necessary work; work directly with temporary staffing agency as needed; responsible for staff development, training and performance evaluation, including appropriate progressive/corrective action; approve leave requests, salary increases, etc.; evaluate/approve timecards.
30%	Prepare annual budget for all facility operations departments under the supervision of COP II; prepare managerial reports, including work product, preventative maintenance, and accounting; work with direct reports to analyze and manage preventative maintenance, cost control, and worker productivity and efficiency; track, analyze and report data relative to labor

	costs, inventory, work order status, material/equipment cost accounting, etc. Estimate material and equipment acquisition needs, projects, labor and material expenditures, etc.; track expenditures and ensure that the department operates within the approved budget.
15%	Daily inspection of facility and grounds for safety and compliance with regulations. Ensure work orders are submitted daily for needed repairs and areas of concern.
5%	First point of contact for all after hour calls regarding the Cal Expo grounds/facilities.
5%	Schedule twice-weekly (or as needed) management meetings with all direct reports. Attend safety meetings and work directly with facility Safety Engineer. Make recommendations to Cal Expo management relative to maintenance department issues, capital improvements, etc. Develop, recommend, implement and oversee compliance with policy and procedures for the department. Represent Cal Expo in meetings with contractors, promoters, vendors, etc., as necessary and relevant to projects, and with city, county and state representatives as necessary regarding regulation compliance issues.
MARGINAL FUNCTIONS:	
5%	Assist with other duties as assigned/other related work.
DESIRABLE QUALIFICATIONS	
(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)	
• Strong written and verbal communication skills, including exhibition of tact and diplomacy in all communication. • Strong work ethic, and the ability to work in a fast paced environment with changing priorities; ability to consistently re-prioritize, multi-task, and think and act quickly in an emergency. • Ability to create and manage teams; strong leadership. • Exceptional attendance, punctuality, and dependability. • Ability to maintain confidentiality. • Ability to work hours needed; including weekends, holidays and irregular shifts. • Knowledge of Rules and Safety Orders; California Administrative Code; the State Administrative Code, Titles 8, 17, 19, 22, and 24; National Fire Protection Association 101; Uniform Building Code; the State Administrative Manual; knowledge and ability to work effectively with all governing agencies. • Knowledge of different heating, electrical, plumbing, water refrigeration, sewage, and other mechanical systems and equipment, including high pressure steam boilers; materials, methods, and tools used in the maintenance of buildings and grounds; operation of mechanical refrigeration and air conditioning systems; thermostatic temperature control system. • Knowledge of the principles of personnel management and supervision; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. • Ability to read and write English at a level required for successful job performance. • Ability to read, interpret, and work from plans, drawings, and specifications. • Ability, and all applicable licenses and certifications, to operate the heavy equipment on site (owned or rented). • Ability to make cost estimates of building repairs, maintenance, and mechanical installations; participate in the budget creation, management, and capital outlay process. • Plan and execute a program of preventive maintenance for buildings and mechanical equipment. • Plan and direct the work of skilled craftspeople and semiskilled workers. • Keep accurate records and prepare reports using various software and data entry programs.	

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 – stands for periods of time.

Walking: Constantly – walking throughout the fairgrounds.

Sitting: Varies Between Occasionally and Frequently – at a desk, computer table or in a golf cart or vehicle.

Lifting: Frequently – including heavy objects.

Carrying: Constantly – this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Frequently – this activity can be considered to require the same physical demands as lifting.

Reaching in Front of the Body: Frequently – reaching in front of the body or overhead.

Climbing: Frequently – on stairways, ramps, or graduated surfaces.

Balancing: Frequently, on uneven surfaces.

Pushing/Pulling: Frequently – with or without utilizing equipment.

Fine Finger Dexterity: Frequently – uses fine-finger dexterity to write information onto documents and to type information into the computer.

Hand/Wrist Movement: Constantly – to complete most work tasks.