



Position Title: Maintenance Worker, District Fairs Grounds Facilities	FLSA Status: Non-exempt
Reports to: Maintenance Supervisor	Supervises: N/A
Salary Range: \$4,304.00 - \$5,154.00 per month (As part of the State's efforts to address ongoing budget shortfalls, from July 1, 2025 through June 30, 2027, the Personal Leave Program 2025 [PLP] will be in effect. This consists of a 3% pay reduction in base monthly salary in exchange for an accrual of 5 hours of PLP leave per month. The salary range included in the job advertisement does not reflect the reduction in pay.)	
Position Purpose: Under general supervision, the Maintenance Worker performs a wide variety of maintenance functions to maintain and operate the facilities of the OC Fair & Event Center (OCFEC). May lead a crew of Fair workers.	
Essential Functions: • Perform maintenance tasks such as plumbing, carpentry, painting, electrical, asphalt, mechanical and equipment repairs, cement work, janitorial work, landscape maintenance and repair, sprinkler repair, or small/large engine and equipment repair in order to meet department standards utilizing department's guidelines as needed. • Perform new construction and/or repair tasks such as plumbing, painting, electrical, cement, masonry or welding in order to meet department standards utilizing department's guidelines. • Assist supervisor with the digging of trenches to repair main water, sewer and electrical lines to ensure proper care for OCFEC property and complete all tasks effectively and safely. • Assist in completion of all daily tasks from the task program (FlowPath) to ensure proper care for OCFEC property and complete all tasks effectively and safely. • Serve as lead for a crew of Fair workers in day-to-day assignments in order to maintain the fairgrounds facilities including; painting, carpentry, plumbing, electrical work, cement work, roofing, landscaping, mechanical and equipment repairs, set up for various events, and other duties as required to perform the essential functions utilizing verbal and written communication skills as assigned. • Operates an assortment of equipment for different tasks such as tractors, dump trucks, skip-loader, aerial lifts, water trucks, lawn equipment such as blowers, mowers, trimmers and electric hand tools utilizing department's safety guidelines as needed. • Maintain equipment such as pickups, automobiles, golf carts, tractors, forklift and mowers to prolong life and a safe environment utilizing verbal and written communication skills and department safety guidelines as needed. • Must ensure all hand-held power tools are in safe operating condition utilizing department safety guidelines as needed. • Make job assignments and organize task that best utilize the skills and knowledge of employees in order that work may be completed safely and in a timely manner including job hazard analysis utilizing verbal and written communication skills as needed. • Prioritize tasks in order to fully utilize the staff ensuring that all facility and department needs are met daily.	



- Use of Proper Protective Equipment (PPE), gloves, safety glasses and hand tool operations in order to perform duties utilizing the safety procedures when needed.
- Report issues to supervisor concerning any safety hazards and damages to ensure a safe working environment.
- Develops and maintains good working relationships with other departments (e.g., Event Operation, Safety & Traffic, Parking, ESS, supervisors, contractors and co-workers etc.) by attending meetings and working closely with staff as needed.
- May assist supervisors with outside contractors on special projects as needed.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Qualifications:

*Please note, applicants must meet classification [Minimum Qualifications](#) as required by the State of California

- One year of experience in construction, building repair, or mechanical trades work.
- Knowledge of principles and methods used in construction, general maintenance, and repair work of buildings including janitorial, electrical, carpentry, mechanical, plumbing, painting, welding, machine repair, landscaping and grounds maintenance to properly care for OC FEC property and complete all tasks effectively and safely.
- Knowledge of materials, tools and other equipment in construction, general maintenance, and repair work of buildings including janitorial, electrical, carpentry, mechanical, plumbing, painting, welding, machine repair, landscaping and grounds maintenance to properly care for OC FEC property and complete all tasks effectively and safely.
- Knowledge of the principles and operations of electrical equipment (e.g., switches, lighting,) for the installation, maintenance, alteration and repair of electrical equipment.
- Knowledge of the principles and operations of plumbing equipment (e.g., service lines, toilets, toilet accessories, drains) for the installation, maintenance, alteration and repair of Facility Building Equipment.
- Knowledge of safety principles governing maintenance work activities (e.g., lifting, moving, stacking, etc.) and equipment (e.g., safety goggles, earplugs, gloves, etc.) to ensure the safety of self and others.
- Knowledge of organizational policies and procedures to maintain the safety and security of facilities/departments, staff, guests and property, including the proper response to emergency situations.
- Skill to pour concrete and apply evenly to create a leveled surface.
- Skill to install minor plumbing equipment (e.g., service lines, toilet accessories and drains) for the installation, maintenance, alteration and repair of equipment, in order to maintain proper operation.
- Skill to install minor electrical equipment (e.g., outlets, switches and lighting) for the installation, maintenance, alteration and repair of electrical equipment in order to maintain proper operation.
- Ability to proficiently operate hand tools/power tools and heavy equipment (drivers, screw guns, skip loader, fork-lift, trencher, tillers, sander, band saw, airless sprayer, rototiller, grinders, tractor, power snakes, etc.) and other equipment to ensure safe and proper operations of the tools and equipment during the performance of daily assignments.
- Ability to communicate over the radio, to relay information for efficient communication and to meet deadlines.



- Ability to safely lift up to 50 pounds, using proper body mechanics, in order to complete construction, maintenance and repair assignments.
- Ability to obtain certifications for powered industrial vehicles (e.g., forklifts, hand lifts, articulating boom lifts) to perform assigned duties independently.
- Ability to perform physical activities that require considerable use of limbs and body parts, such as, but not limited to: climbing, crawling, lifting, balancing, walking, stooping, digging and handling of materials, in order to complete the task in a safe manner.
- Ability to maintain calm demeanor and make sound decisions in stressful situations in order to complete assigned work safely and accurately.
- Ability to be open to change and effectively adapt to constant change in work assignments and projects.
- Ability to analyze information and use logic to address work-related issues and problems.
- Ability to lead a crew of fair workers to effectively and safely complete department tasks.
- Ability to provide excellent customer service and maintain collaborative relationships with the general public, co-workers, vendors, contractors and supervisor in setting up/tearing down for the annual fair, interim events and in performing grounds, building maintenance, repairs and clean-up.
- Ability to maintain relationships and communicate effectively in a professional manner with others (e.g., co-workers, supervisor, patrons, promoters and the public) to complete assigned tasks and contribute to the efficiency and productivity of the department.
- Ability to recognize unsafe working conditions to ensure the safety of the employees, public, and OC FEC property.
- Ability to work in varying environmental conditions or inclement weather to ensure timely completion of assignments.
- Special personal characteristics to be available to work 5 days per week, Monday – Friday on any shift (day, swing, graveyard) AND adjust availability to Wednesday – Sunday, on any shift (day, swing, graveyard) from mid-July through mid-August for the annual OC Fair.
- Must be at least 18 years of age.
- Must possess a valid California driver's license to operate a utility cart and other equipment.

Preferences:

- Bilingual Spanish
- Be available to work 5 days per week, on any shift (days, swing, graveyard) between mid-July and mid- August.
- Familiarity with the layout and facilities of the OC Fair & Event Center helpful.

Physical Demands:

Will work in a fast-paced, outdoor location. Will also work indoors depending on the job duties. 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 employee will work in a variety of construction projects. While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear and will work occasionally indoors and mostly outdoors during all types of weather. The employee is required



to walk and stand for extended periods of time. Employee must use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must be able to safely lift up to 50 pounds, using proper body mechanics. While performing the job this will require considerable use of limbs and body parts, such as, but not limited to: climbing, crawling, lifting, balancing, walking, stooping, digging and handling of materials, in order to complete the task in a safe manner. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work in construction projects in varying environmental conditions or inclement weather to ensure timely completion of assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud, depending on the nature of equipment in use, or events that take place outdoors or in large buildings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Will be required to perform other duties as directed, requested or assigned