



Position Title: Maintenance Worker, District Fairs (Landscape and Janitorial)	FLSA Status: Non-exempt
Reports to: Maintenance Supervisor	Supervises: N/A
Salary Range: \$4,304.00 - \$5,154.00 per month (wage based on qualifications and experience) (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: Performs a wide variety of maintenance functions necessary to maintain and operate the various facilities of the OC Fair & Event Center (OCFEC). May lead a crew of Fair workers.	
Essential Functions: • Complete tasks assigned to the landscape team daily, including (e.g., watering plants, repairing irrigation system and trimming plants) using tools such as, blowers and weed whackers to ensure proper plant care. • Repair irrigation system, including sprinklers, to ensure proper irrigation of plants, in accordance with water conservancy standards of the OC Fair and Event Center. • Ensure proper care of flower beds, by planting and weeding, to maintain the appearance of the Fairgrounds, as needed, using tools (e.g., tillers, rakes and shovels) as necessary to complete the job assigned by the Maintenance Supervisor. • Administer proper care to landscape areas in order to maintain the lawn (e.g., application of pesticides, fertilization of the soil), as requested by the Maintenance Supervisor. • Operate a trencher in order to perform irrigation projects assigned by the Maintenance Supervisor. • Support electrician to repair underground utilities, due to unforeseen issues (e.g., replace parts), using machinery and tools, in order to complete the assigned project and meet the needs of the OC Fair & Event Center. • Support electrician to maintain all electrical fixtures, interior and exterior by planning, coordinating and implementing the OC Fair and Event Center building infrastructure Preventative Maintenance Program, in order to address the issue in an efficient manner and document the outcome as requested by the Maintenance Supervisor. • Support electrician to install underground utilities, utilizing machinery and tools, in order to complete the assigned project, and meet the needs of the OC Fair & Event Center. • Perform Carpentry duties using hand tools (e.g. saws, caulking guns, drills, screw guns) and any other tools necessary to complete the task assigned by the Maintenance supervisor. • Perform repairs such as minor framing of walls and floors, patching of drywall, installing	



- accessories and other carpentry duties, assigned by the Maintenance Supervisor.
- Perform minor concrete and asphalt repairs such as, minor concrete infill, patching holes in asphalt or concrete, as required by the task schedule.
 - Support the Painting Department in the following: preparing surfaces, protection of surfaces, applying paint, stain, varnish, enamel, and other finishes to equipment, structures, parking lots, light poles, using brushes or rollers, to enhance the appearance of the fairgrounds.
 - Complete basic repair to structures needing paint, such as filling cracks, holes, and joints with caulk, putty, plaster, or other fillers using caulking guns or putty knives.
 - Support the plumbers by repairing broken pipes due to unforeseen circumstances, using basic plumbing tools (e.g., drivers, drills, cutters, pliers), as assigned by the Maintenance Supervisor or the Plumber.
 - Support the plumbers by replacing parts and fixtures, as needed, to guarantee that all plumbing functions are working properly, using basic plumbing tools (e.g. drivers, drills, cutters, pliers).
 - Support the plumbers by responding to calls from vendors to help with plumbing needs, using customer service skills, to ensure a proper response time, as requested by the Maintenance Supervisor.
 - Complete daily janitorial tasks (e.g., cleaning of windows, cleaning horizontal and vertical surfaces, mopping, cleaning all bathroom fixtures, vacuuming) and any other designated janitorial duties, as assigned by the Maintenance Supervisor.
 - Create lists of materials needed (e.g. plants, electrical, plumbing & HVAC equipment) to keep work orders on schedule and comply with purchase requisition requirements.
 - Follow CAL OSHA standards, including reporting any unsafe condition to the Maintenance Supervisor, as required by the OC Fair & Event Center Safety Policies, in order to keep a safe working environment.
 - Provide a high level of customer service by following the company's core values (e.g. safety, excellence, integrity, people and community enrichment), when dealing with internal or external customers, in order to achieve a 100 % customer satisfaction rating.
 - Serve as a lead for 119-Day employees in day-to-day assignments in order to teach them skills, such as landscaping and electrical work, as requested by the Maintenance Supervisor.
 - Perform basic math calculations (e.g. adding, multiplying) to determine specifications needed to complete the work assignment.
 - Meet with Maintenance Team to discuss the goals of the day, as well as receive work orders of specific repairs needed throughout the fairgrounds.

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

Qualifications:

- Knowledge of the principles and methods (e.g., mechanical, carpentry, HVAC, farming, electrical, irrigation, plumbing, landscaping, asphalt, janitorial and painting) used in the installation, maintenance and repair work (e.g. buildings, grounds, equipment).
- Knowledge of materials, tools (e.g. drills, blowers, meter reader, feed, cleaners) and other equipment used in the installation, maintenance, repair, farming and janitorial (e.g. buildings, equipment and grounds).
- Knowledge of the rules and regulations (e.g., Cal OSHA, California Code of Building



- Regulations) to safely complete work assignments and provide direction, as needed.
- 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 the principles and methods for landscape and irrigation care (e.g. repairing irrigation system, fertilizing and pruning) to maintain the plants and properly care for the landscape.
 - Knowledge of the principles and methods for janitorial care (e.g. cleaners, process and waste removal) to maintain the facility and properly represent the OC FEC.
 - Ability to proficiently operate hand tools/power tools and heavy equipment (drivers, screw guns, edgers, skip loader, fork-lift, trencher, tillers) and other equipment to ensure safe and proper operations of the tools and equipment during the performance of daily assignments.
 - Ability to proficiently operate office equipment (e.g. computers, faxes, copiers) including sending emails, maintaining records, in order to coordinate and complete duties efficiently.
 - Ability to respond to emergency situations to ensure prompt and appropriate care is administered and safety is maintained.
 - 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 and handling of materials, in order to achieve the task in a safe manner.
 - Ability to safely lift up to 50 pounds, using proper body mechanics, in order to complete work assignments.
 - Ability to communicate over the radio, to relay information for efficient communication and to meet deadlines.
 - Ability to work in stressful situations safely and accurately in order to complete assigned work.
 - Skill to install systems and or components (e.g., landscaping, plants, irrigation, doors, dispensers, minor roofing and flooring), along with other components, to safely and accurately accomplish work.
 - Skill to use hand and power tools (e.g. volt meters, heat sensors, measuring devices, mops, brooms, drivers and drills) proficiently, to ensure safe operation and proper operation of the tools, during the performance of daily assignments.
 - 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.
 - Skill to operate and perform minor repairs of equipment (e.g., trenchers, mowers, tillers, shovels, irrigation equipment and weed eaters), to ensure proper care of plants and landscape.
 - Skill to accurately maintain records and reports, in order to provide information and documentation, and to comply with departmental needs.



- Personal characteristic of a willingness to work outside of the normal business days and outside of normal business hours (e.g., holiday weekends and after normal business hours), to complete assigned work.
- 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:

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.

While performing the duties of this job, the employee is frequently required to sit, talk and hear and will work both indoors and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet, however louder noise levels may be experienced during outdoor events and when in larger event 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