

California Department of Food and Agriculture
4th DAA
Maintenance Worker
Duty Statement

I. Program/Position Identification

The 4th District Agricultural Association strives to maintain and promote its facilities in a manner that encourages year-round use and to annually produce a fair that showcases the area's agriculture and other talents of its culturally diverse communities.

Under the direction of the Chief Executive Officer and directly reporting to the Maintenance Supervisor, the Maintenance Worker performs duties including, but not limited to, the following: building maintenance; grounds maintenance; equipment operations and maintenance; record keeping; working alongside crew to meet deadlines.

Classification: Maintenance Worker

Working Title: Maintenance Worker

License or Other Requirement: Valid CA Driver's License

Location: Petaluma, CA

Date Prepared: July 15, 2022

Work Hours/Shift: Part time/Full time

Compensation: Negotiable DOE

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 Building Maintenance 35%

- Perform the tasks of painting, carpentry, plumbing, electrical repairs, window and roofing repairs, as needed to maintain buildings.
- Perform the tasks of fencing repair and set-up/installation of temporary structures.
- Responsible for the set-up of buildings and grounds for interim events and for the annual fair.
- Make necessary recommendations to management on repairs. Provide input to management on prioritization of projects.

Function #2 Grounds Maintenance 25%

- Perform landscaping, mowing, edging, and fertilizing lawns and pruning trees and shrubs.
- Repair sewer, water lines, sprinklers, and valves.
- Repair blacktop and asphalt on walkways and driveways.
- Troubleshoot electrical problems.

Employee's Statement

Initial applicable statement

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

Employee Signature² Date

Supervisor Signature Date

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.