

**Central Arizona Fair Association**  
**General Maintenance Worker**

**General Maintenance Worker Job Responsibilities:**

The General Maintenance Worker performs semi-skilled work in the maintenance, care, and modification of Fairgrounds and landscapes which includes the operation of electrically powered and gasoline-powered groundskeeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping.

The General Maintenance Worker also performs maintenance on groundskeeping equipment, tools, and makes minor repairs (within demonstrated capability) as directed.

The General Maintenance Worker changes light bulbs, paints/stains materials and equipment, makes minor carpentry, plumbing, and electrical repairs, delivers supplies, materials, and equipment as needed, and provides custodial services.

The General Maintenance Worker oversees the set-up and teardown of the equipment and materials for parties and special events. In some cases, the General Maintenance Worker will supervise temporary or seasonal staff.

**General Maintenance Worker Skills and Qualifications:**

Should have experience in multifaceted areas of grounds maintenance, effective time management, ability to meet deadlines, able to work with others including the public.

**Job Duties:** *The following duties are not intended to serve as a comprehensive list of all duties performed, only a representative summary of primary duties and responsibilities. You may be required to perform additional position specific duties.*

- Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf, as well as inside flowers and cuttings used in transplanting; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers; and storing and caring for bulbs and cuttings in the winter season.
- Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
- Performs fairgrounds-wide general maintenance and repairs by installing, removing, repairing and maintaining lighting, concrete/asphalt repairs, signs, cables, chains, barricades, gates, livestock pens, posts, and fences.
- Removes unsightly trash and debris from public areas by regularly inspecting grounds for debris; raking, sweeping and bagging leaves, debris, dirt and trash from fairgrounds, parking lot, campground and transporting the trash to designated central collection points on a daily basis.
- Prepares indoor and outdoor locations for use by visitors, vendors, and the public as needed by fairgrounds operations and, if applicable, moving bleachers and seating, erecting livestock pens and areas, erecting tables and chair for private events.
- Applies chemicals used in groundskeeping/custodial work by following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.

- Scope of the position requires exposure to and use of chemical compounds for application for landscaping and custodial work which may be hazardous and cause injury if specific instructions regarding their mixture, application, use and disposal/storage are not properly followed.
- Safely operates light vehicles such as pick-up trucks, tractors, forklift, riding mowers and portable power tools and equipment such as saws, grass trimmers, sprayers and other groundskeeping equipment by obeying applicable traffic laws and following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
- Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
- Replaces and disposes of light bulbs in interior building settings using ladders, lifts, or other tools.
- Performs painting work in the preparation, patching, finishing, and maintaining of building structures, walls, woodwork, furniture, and equipment.
- Performs regular inventory services by identifying supplies needs and materials. This includes reporting damaged materials or equipment to management.
- Performs custodial services in buildings, offices, and restrooms, etc. including their furnishings.
- Performs minor maintenance work using hand and power tools by making carpentry repairs such as nailing down loose boards, performing minor plumbing repairs, and replacing defective light bulbs, fuses, and fluorescent ballasts.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Contributes to the overall success of the fairgrounds by performing all other related duties as assigned.

**Minimum Qualifications:**

- A high school diploma or the equivalent is required.
- Must be at least 18 years old.
- At least one year of experience in groundskeeping, maintenance, or custodial work (or a combination of those skills) is required.
- Knowledge of the methods, materials and equipment used in landscaping/groundskeeping.
- Knowledge of the use and proper disposal of chemicals used in groundskeeping and custodial work is preferred.
- Skill in the proper operation and maintenance of grounds maintenance tools, equipment, and machinery is required.
- The ability to operate a forklift is preferred.

**Language Skills:** The ability to read English language sufficiently to understand written work orders and instructions as well as directions for the proper mixture, use, and disposal/storage of cleaners, solvents, chemicals, fertilizers and similar products used in groundskeeping/custodial work is required.

**Mathematical Skills:** Ability to add, subtract, multiply and divide all units of measure using whole numbers, fractions, and decimals.

**Certificates, Licenses, Registrations:** Must have a valid Arizona motor vehicle operator's license. Must have a driving record clean of major violations.

**Other Skills, Abilities and Qualifications:** Regular attendance is required.

**Physical Demands:** Requires the ability to lift and carry groundskeeping/custodial supplies and equipment weighing up to 50 pounds on a frequent basis and up to 100 pounds on an occasional basis, prolonged walking or standing, and frequent bending, stooping, kneeling, and reaching on a daily basis. Requires a full range of physical motion in order to operate manual, electrically powered and/or gasoline-powered equipment and machines. Must be able to move throughout assigned areas, as the work is performed primarily out-of-doors, year-round.

Employees in this job classification are designated as essential employees and must report to work as scheduled by the fairground's office, which will include evenings and weekends.

**Work Environment:** There will be exposure to the elements, dust, heat, cold and temperature changes. The fairgrounds offer year-round event services. However, the busiest season is from September to May.

With multiple events back-to-back, it is required that the applicant expect to work over 40 hours a week when multiple events are scheduled. This includes evenings and weekends with some months having very few days off.

## **SUPERVISION**

The General Maintenance Worker is supervised by a designated supervisor and generally does not exercise supervision of others, however, may be required to supervise seasonal or temporary employees.

**Compensation:** \$16.00 per hour or DOE

Sick time at accrual at 1 hr. for every 30 hours worked (may only use 40 hours annually)

This position is funded by the Central Arizona Fair Association, a non-profit organization. This is not a County funded position. CAFA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.