

37th DAA / Santa Maria Fairpark

Draft internal position description

Maintenance Assistant Job Description

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Santa Maria Fairpark | 937 South Thornburg, Santa Maria, CA 93458

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| Working Title | Maintenance Assistant |
| Department | Maintenance / Operations |
| Reports To | Maintenance Supervisor, Operations Manager, CEO, or designee |
| Location | Santa Maria Fairpark, 937 South Thornburg, Santa Maria, CA 93458 |
| Employment Status | Hourly, non-exempt; full-time, part-time, seasonal, or temporary depending on operational need |
| Schedule | Varies by event schedule; may include early mornings, evenings, weekends, holidays, fair-time schedules, and overtime when authorized |
| Compensation | Suggested placeholder: Starting at current California minimum wage, with higher placement possible based on relevant maintenance, grounds, equipment, event, security, or fairgrounds experience. |

Position Summary

The Maintenance Assistant supports the safe, clean, functional, and event-ready operation of the Santa Maria Fairpark. This position performs hands-on building, grounds, janitorial, event setup, equipment, and general repair duties across fairgrounds facilities, arenas, barns, exhibit areas, parking areas, restrooms, offices, and public-use spaces. The role is practical, physical, and service-oriented, requiring reliability, attention to safety, and the ability to work well with staff, contractors, vendors, guests, renters, volunteers, and event partners.

Comparable Position Research Used

- CDFA/CalCareers Maintenance Worker, District Fairs classification and exam materials identify a broad fairgrounds maintenance role involving building and grounds maintenance, painting, carpentry, plumbing, electrical support, landscaping, equipment operation, janitorial work, supply recordkeeping, temporary/event structures, and event support.
- 22nd DAA/Del Mar Fairgrounds postings emphasize year-round fairgrounds maintenance, event setup, equipment operation, light repairs, janitorial functions, and leading or assisting temporary workers during busy periods.
- 17th DAA/Nevada County Fairgrounds materials include upkeep of livestock arenas, horse barns, stalls, event rentals, fair-time activities, restrooms, gates, lights, ventilation, table/chair setup, small staging, power washing, and use of tools and equipment.
- CDFA Fairground Aid task materials support inclusion of cleaning, trash/manure removal, facility setup, reporting unusual conditions, locking/unlocking gates and buildings, two-way radio use, rental support, restroom cleaning, tools/supply care, and assistance with general maintenance projects.

Essential Duties and Responsibilities

1. Building and Facility Maintenance - 25%

- Perform routine maintenance and minor repairs to buildings, doors, windows, gates, fencing, fixtures, locks, restroom fixtures, lighting, ventilation, and related facility components.
- Assist with painting, patching, carpentry, plumbing, light electrical tasks, roofing support, cement/asphalt patching, and other general repair work within skill level and under direction.
- Inspect facilities before, during, and after events to identify damage, safety issues, maintenance needs, and needed repairs.
- Report conditions requiring licensed trade work, contractor support, or management review.

2. Grounds, Outdoor Areas, and Livestock Facilities - 20%

- Maintain fairgrounds, parking areas, landscaped areas, barns, arenas, stalls, pens, show rings, livestock areas, roads, walkways, and public-use areas in a clean, safe, and presentable condition.

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Draft internal position description

- Assist with mowing, trimming, weed control, watering, irrigation movement, planting, pruning, raking, sweeping, blowing, debris removal, and manure/trash handling.
- Set, repair, remove, and store fencing, panels, barricades, shade, livestock-area equipment, and outdoor event materials.
- Support fair, livestock show, interim event, RV, rental, and facility-use needs as assigned.

3. Event Setup, Teardown, and Rental Support - 20%

- Set up, move, remove, and store tables, chairs, stages, bleachers, barricades, trash containers, signage, pipe-and-drape, fencing, electrical cords, and other event equipment.
- Prepare buildings, halls, barns, arenas, outdoor spaces, restrooms, kitchens, and support areas for rentals, public events, meetings, shows, and the annual Fair.
- Assist renters, vendors, contractors, staff, and event partners with facility-related needs while maintaining Fairpark rules and safety requirements.
- Open and secure buildings, gates, restrooms, and event areas as directed.

4. Cleaning, Janitorial, and Sanitation Support - 15%

- Clean and stock restrooms, kitchens, floors, windows, public areas, offices, event spaces, barns, and support areas as assigned.
- Collect and dispose of trash, debris, manure, and recycling; place, empty, and move bins as needed.
- Operate cleaning equipment such as brooms, mops, vacuums, floor machines, pressure washers, blowers, and related tools.
- Maintain a clean, orderly, and guest-ready appearance before, during, and after events.

5. Tools, Equipment, Supplies, and Vehicles - 10%

- Use hand tools, power tools, maintenance equipment, ladders, carts, utility vehicles, mowers, blowers, trimmers, pressure washers, forklifts, tractors, loaders, sweepers, and similar equipment only when trained and authorized.
- Keep tools, supplies, vehicles, and equipment clean, organized, safely stored, and ready for use.
- Notify supervisor of equipment damage, needed repairs, low supplies, unsafe conditions, or inventory needs.
- Assist with basic maintenance records, work notes, supply tracking, and daily communication as requested.

6. Safety, Security Awareness, and Team Support - 10%

- Follow safety procedures, PPE requirements, traffic control directions, equipment-use rules, and event protocols.
- Identify and promptly report hazards, damage, leaks, spills, blocked exits, trip hazards, unauthorized access, suspicious conditions, or guest-safety concerns.
- Use a two-way radio, phone, or other communication device to report issues, request assistance, and coordinate with staff during events.
- Work cooperatively with the Maintenance Team, office staff, event staff, security, vendors, contractors, volunteers, and temporary workers.

Minimum Qualifications

- Minimum age requirement as established by Fairpark policy and applicable law.
- Ability to perform physical maintenance, cleaning, setup, and grounds duties safely and reliably.
- Ability to understand and follow oral and written instructions, schedules, diagrams, safety instructions, and work orders.
- Ability to work independently on assigned tasks and cooperatively as part of a team.
- Ability to communicate professionally with staff, renters, vendors, contractors, volunteers, guests, and the public.
- Valid California driver's license preferred; may be required for positions operating Fairpark vehicles or equipment.
- Ability to pass a background check if required by Fairpark policy, assignment, or event-related need.

Desirable Qualifications

- Experience in fairgrounds, events, facilities, janitorial, landscaping, construction, agriculture, livestock facilities, parks, schools, warehouses, venues, or general maintenance.
- Basic skill or experience with hand tools, power tools, painting, carpentry, plumbing, irrigation, electrical troubleshooting, equipment operation, or groundskeeping.
- Forklift, tractor, utility cart, lift, or equipment experience or willingness to complete Fairpark-provided training before operation.
- Bilingual English/Spanish communication skills are helpful but not required.
- Comfort working around livestock, barns, arenas, public events, crowds, vendors, vehicles, and changing event conditions.

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Draft internal position description

Knowledge, Skills, and Abilities

- Basic knowledge of safe maintenance practices, cleaning methods, groundskeeping, common tools, and facility care.
- Mechanical aptitude and willingness to learn fairgrounds-specific systems and event setup practices.
- Good judgment, dependability, punctuality, and the ability to shift priorities quickly during events.
- Ability to maintain a clean, organized, safe, and professional work area.
- Ability to represent the Fairpark in a courteous, service-oriented manner.

Physical and Working Conditions

- Work is performed indoors and outdoors, including during heat, cold, wind, dust, dirt, rain, event noise, odors, and uneven ground conditions.
- Duties require frequent walking, standing, lifting, carrying, pushing, pulling, bending, stooping, reaching, kneeling, twisting, climbing, and use of hands and arms.
- Must be able to lift, move, carry, push, or pull maintenance supplies, tools, furniture, trash containers, event equipment, and materials; suggested standard is up to 50 pounds regularly and heavier items with assistance or equipment.
- May be exposed to cleaning chemicals, dust, fumes, livestock areas, manure, sharp objects, moving vehicles, machinery, ladders, power tools, electrical hazards, and public-event conditions.
- Must use assigned personal protective equipment and follow all Fairpark safety procedures.

Other Expectations

- Maintain confidentiality and professionalism regarding Fairpark operations, renters, vendors, and internal matters.
- Comply with Fairpark policies, attendance expectations, event rules, safety standards, and supervisor direction.
- Perform other related duties as assigned. This description is intended to describe the general nature of the work and is not an exhaustive list of all duties.

Suggested Review Items Before Posting or Adoption

- Confirm classification: year-round employee, seasonal employee, temporary 119-day employee, independent contractor, or another structure.
- Confirm pay range, benefits eligibility, minimum age, background-check language, driver's license requirement, equipment authorization, and reporting structure.
- Confirm whether the role should include RV park support, emergency response duties, alcohol-event support, overnight/security-adjacent duties, or livestock-show-specific assignments.