

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION

RANCH MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision performs skilled maintenance and routine custodial and groundskeeping work at the Marin County Office of Education Walker Creek Ranch Outdoor Education Facility hereafter referred to as the Ranch.

THE POSITION

This class performs skilled maintenance on facilities, equipment and furniture and routine custodial and groundskeeping duties. Incumbents provide leadership to semi-skilled Ranch Workers and are responsible for ordering necessary supplies and equipment to complete maintenance and custodial projects. This class is distinguished from other classes serving the Marin County Office of Education by the nature of the work being specific to the Ranch.

DUTIES AND RESPONSIBILITIES

Performs skilled maintenance of the Ranch's roads, sewer system, septic tank system, dwellings, buildings, grounds, lavatories, water supply systems, electrical system and heating equipment; coordinates improvement projects at the Ranch; coordinates the purchase of materials and equipment; lays out daily assignments of Ranch Workers; is responsible for the standards of safety, health and sanitation in the Outdoor Education and Conference Facilities; performs routine maintenance on student cabins, conference lodging and meeting rooms, kitchens, offices, dining rooms and other facilities; performs emergency repairs on utilities; maintains cooking equipment, office equipment and furniture in good working order; performs groundskeeping work; orders, moves and transports supplies to and from the Ranch; confers with the supervisor in the resolution of maintenance or operation problems; interacts with the public and students in the course of work; trains, works with and sets work expectations for Ranch Workers; and does other work as necessary requiring essentially the same efforts, skills and responsibilities when work requirements are changed or modified.

DESIRABLE QUALIFICATIONS

Knowledge of: Modern janitorial practices including wax removal and carpet maintenance;
 Principles of household electricity, plumbing and woodwork;
 Operation of portable power and hand tools;
 Principles of outdoor facility maintenance;
 General building codes and practices;
 Blueprint and plan development, filing and reading;

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Leadership practices;
Truck and vehicle repair;
Tractor and various implements.

Ability to: Interact with students and adults in a cooperative and positive atmosphere;
Operate portable power tools, hand tools;
Maintain complex records;
Work in and around students, guests and visitors;
Read and understand complex materials including blueprints;
Monitor the work of Ranch Workers, contractors and vendors;
Maintain cooperative relationships with neighboring land owners;
Understand and carry out difficult written and verbal directions;
Operate a vehicle in mountainous or wilderness conditions;
Supervise the work of semi-skilled workers;
Develop daily, weekly and monthly assignments.

TRAINING AND EXPERIENCE

Any combination of training and experience which demonstrates possession of the knowledge and abilities stated above and the skills and abilities to perform the duties of the position is the minimum standard for the class. A typical qualifying background is prior experience demonstrating leadership in construction and building maintenance or janitorial service where basic maintenance was a requirement. Must possess and maintain a valid California drivers' license.

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