

**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED POSITION DESCRIPTION  
RANCH FACILITIES MANAGER**

**DEFINITION**

Under direction, plans, organizes, coordinates, operates, and directs the maintenance of facilities, equipment, utilities, and housekeeping at the Marin County Office of Education, Walker Creek Ranch Outdoor Education Facility, hereafter referred to as the Ranch.

**THE POSITION**

This class performs professional level work in the control, operation, and maintenance of the Ranch. Incumbents supervise a broad range of operations including housekeeping and maintenance, and are required to be responsible for continuous operation of utilities, roads, sewer systems and other infrastructure equipment. This class is distinguished from other classes serving the Marin County Office of Education by living conditions being an integral part of the working conditions and by the nature of the work being specific to the Outdoor Education Program.

**DUTIES AND RESPONSIBILITIES**

Assigns schedules and supervises the work of Ranch operation employees providing lodging, sanitation, utility, laundry, and other support services; is responsible for the proper operation and maintenance of the facility's roads, sewer system, septic tank system, dwellings, buildings, grounds, lavatories, water supply systems, electrical system, heating equipment, roads, recreation spaces, nature trails, furniture and other components of the facility; prepares plans and specifications for improvements at the facility; coordinates improvements projects with Marin County Office of Education administrative personnel and vendors; coordinates the purchase of materials and equipment used at the facility; evaluates the performance of subordinates giving suggestions for improvement when needed; prepares an annual operating budget; controls expenditures within the budget's various accounts; maintains files of structural and underground drawings and plans; maintains files; housekeeping operations, housekeeping personnel and related activities and personnel; acts as senior representative of the facility in explaining to the public the function and purposes of the facility; articulates with adjacent land owners in maintaining positive relations with the commercial and agricultural interest in the area; articulates with county, state and federal agencies that are responsible for the standards of safety, health and sanitation in the Outdoor Education Facility; monitors energy consumption, waste and use of septic tank system to insure conservation of resources and efficient use of systems; lays out daily work assignments; drives a vehicle in the course of work; and performs varied duties, as assigned, related to the Ranch operations, 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: Outdoor education programs and facilities;  
Principles of outdoor facility maintenance and operation;  
Utility use and conservation techniques;  
General building codes and practices;  
Personnel supervision and training;  
Blueprint and plan development, filing and reading;  
Leadership practices;  
Safety principles of living and working in rustic conditions.

**051491 -- Labor Grade 6 (Exempt), Salary Range 56 -- RANCH FACILITIES MANAGER  
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Ability to: Interact with students and adults in a cooperative and positive atmosphere while engaging in work and at leisure in a rustic setting;  
Develop and administer a complex budget; Read and understand complex materials including blueprints;  
Effectively supervise and evaluate the performance of subordinates.  
Coordinate and monitor the work of contractors and vendors;  
Develop and maintain cooperative relationships with neighboring land owners;  
Understand and carry out difficult written and verbal directions;  
Operate a vehicle in mountainous or wilderness conditions.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which demonstrates possession of the stated knowledges and abilities. A typical qualifying background is prior managerial experience involving control of buildings, grounds, utilities, and service distribution equipment. Must possess and maintain a valid California Driver's license.