

# MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

## RANCH WORKER

### **DEFINITION:**

Works under general supervision, performs routine custodial and groundskeeping work, food service and hospitality support, and semi-skilled maintenance work at the Marin County Office of Education Walker Creek Ranch Outdoor Education Facility.

### **DISTINGUISHING CHARACTERISTICS:**

This class performs routine custodial, housekeeping, groundskeeping and room cleaning duties and semi-skilled maintenance on facilities, equipment and furniture. Incumbents have continuous interaction with students, visitors, guests and other Ranch employees. This class is distinguished from other classes serving the MCOE by the nature of the work being specific to the Ranch.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:*

- Cleans and performs routine maintenance on student cabins, conference lodging and meeting rooms, kitchens, offices, dining rooms and other facilities;
- Sets up and breaks down meeting rooms and lodges, including computer and projector integration, based on guest needs and use.
- Performs maintenance and minor repairs to facilities, machinery, or vehicles, such as clogged plumbing or pumps, roof or irrigation leaks, and furnace operations;
- Maintains cooking equipment, office equipment and furniture in good working order;
- Performs groundskeeping including sweeping walks, weeding, aerating planted areas;
- Mowing small areas of lawn, sweeping roadways, pruning, clipping and disposing of branches and clippings;
- Moves and transports equipment, furniture and supplies to and from the Ranch;
- Confers with the supervisor in the resolution of maintenance or operations problems;
- Interacts with the public and students in the course of work;
- Trains, gives guidance and acts as a resource person to Ranch Helpers and/or extra hire staff;
- Sets up for meal services in dining room; assists cook in the display and serving of food;
- Cleans food preparation stations, kitchens, cool boxes, refrigerators, mixers, dishes, pots, pans, tables and utensils;
- Mops, vacuums, and waxes floors;
- Deep cleans residence rooms and bathrooms, vacuuming carpets, sweeping tile surfaces, and maintaining linens to comply with best practices for sanitation and Ranch standards;
- Washes and dries linens; collects and distributes linens; receives orders from linen service;
- Maintains simple records, timesheets, and inventories, recording data to meet Ranch standards.
- Operates grounds equipment including mowers, edgers, power sweepers, pressure washer, pumps, weedwacker, chainsaw, and tractors; and
- Performs varied duties, as assigned, related to the Ranch Program, and does other work as necessary requiring essentially the same efforts, skills, and responsibilities when work requirements are changed or modified.

**MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination of education, 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 employment standard for the class. A typical qualifying background is prior experience in building maintenance or janitorial service where basic maintenance was a requirement. Must possess and maintain a valid California driver's license.

**KNOWLEDGE OF:**

- Modern janitorial practices including wax removal and carpet maintenance;
- Basic food preparation and serving practices;
- Principles of household electricity, plumbing and woodwork;
- Operation of portable power and hand tools;
- Groundskeeping work including mowing and pruning;
- Sanitation practices and safety principles while working in a variety of settings;
- Principles of cooperation with other workers;
- Proper lifting techniques.

**ABILITY TO:**

- Interact with students and adults in a cooperative and positive atmosphere;
- Operate portable power tools, hand tools and grounds equipment;
- Maintain simple records;
- Prepare basic foods in quantity;
- Work in and around students, guests and visitors;
- React to spontaneous, urgent conditions requiring prompt action;
- Understand and carry out written and verbal directions;
- Work efficiently to meet the needs of guests for food service or facility usage when work flow is interrupted by changing priorities;
- Maintain and improve professional skills and knowledge;
- Apply instruction provided to perform duties related to employment;
- Organize work and perform a variety of duties independent of supervision;
- Operate a vehicle in hilly terrain;
- Be flexible and receptive to change.

**SKILLS IN:****Language Skills:**

- Ability to read and comprehend instructions, memos, notes, labels, signs;
- Ability to write simple notes and maintain records;
- Oral communication skills to communicate effectively with Marin County Office of Education personnel, administrative staff, students, guests, and the general public demonstrating tact, diplomacy and sensitivity to individual concerns.

**Mathematical Skills:**

- Computational and measurement skills involving addition, subtraction, multiplication and division using whole numbers;

**Reasoning ability:**

- Ability to apply common sense understanding to carry out instructions of intermediate complexity;

- Decision making and judgment skills necessary to perform semi-routine duties requiring the use of a wide range of procedures;

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Regularly required to talk or hear;
- Uses hands to finger, handle, grip, or feel;
- Reaches with hands and arms;
- Continuously required to stand and walk;
- Frequently required to bend over, grasp, reach overhead, kneel, crouch, stoop, twist, climb, balance or sit;
- Continuous use of arms raised in an unsupported position lifting or holding materials;
- Work that requires continuous lifting over one pound and up to five pounds inclusive, or frequent lifting over five pounds an up to 25 pounds inclusive, or occasional lifting over 25 pounds and up to 60 pounds inclusive, or equivalent exertion pulling or pushing;
- Vision abilities required include close vision, color vision, and ability to adjust focus at a level sufficient for the performance of assigned duties.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:*

- Regularly works in indoor or outdoor environmental conditions;
- Occasional exposure to plant or animal materials which may cause skin irritation or allergic reaction;
- Frequently works with exposure to several factors which may include noise, dust, dirt, stains, fumes, biological waste, heat, or cold.

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