



---

# MARIN COUNTY

---

## OFFICE OF EDUCATION

---

1111 Las Gallinas Avenue/P.O. Box 4925  
San Rafael, CA 94913-4925  
marincoe@marinschools.org

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

(415) 472-4110  
FAX (415) 491-6625  
TDD (415) 491-6611

### POSITION ANNOUNCEMENT

May 17, 2017

---

#### RANCH WORKER Maintenance Division FULL TIME

#### Walker Creek Ranch Outdoor Education School and Conference Center

The Marin County Office of Education operates a comprehensive Outdoor Education and Conference Center Program at **Walker Creek Ranch**, 1700 Marshall Petaluma Road, Marshall, California. This is a rural environment in West Marin County offering programs to both public and private sectors.

	<u>Starting</u>	<u>After 6 months</u>	<u>Annually thereafter</u>
<b>SALARY/</b>	<b>\$17.90/hour</b>	<b>\$18.79/hour</b>	<b>\$19.73/\$20.72/\$21.76/\$22.84/hour</b>
<b>EFFECTIVE JULY 1</b>	<b>\$18.45/hour</b>	<b>\$19.36/hour</b>	<b>\$20.33/\$21.35/\$22.42/\$23.53/hour</b>
<b>BENEFITS:</b>	Comprehensive prorated benefit package of medical, dental, vision, and life insurance		

**THE POSITION:** Under general supervision, performs routine custodial and groundskeeping work and semi-skilled maintenance work at the Marin County Office of Education Walker Creek Ranch Outdoor Education Facility hereafter referred to as the Ranch. The primary assignment area for this position is in the realm of maintaining facilities and equipment. This position requires some weekend and evening shifts.

**DUTIES AND RESPONSIBILITIES:** Cleans and 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 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; 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 and waxes floors; cleans residence rooms, vacuuming carpets, sweeping tile surfaces, changing linen on beds to comply to Ranch standards; maintains simple records; operates grounds equipment including mowers, edgers, power sweepers 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.

**TRAINING & EXPERIENCE:** Any combination of training and experience which demonstrates possession of the knowledge and ability to perform the position described above is the minimum employment standard for the class. Typically, prior experience in building maintenance or janitorial service where basic maintenance was a requirement.

**DEADLINE:** OPEN UNTIL FILLED

**TO APPLY:** submit the following documents online at [www.edjoin.org](http://www.edjoin.org):

- A completed Marin County Office of Education classified application form
- Three recent letters of recommendation
- Letter of interest
- Current resume
- Valid CA Driver's License

In compliance with the Immigration Control and Reform Act of 1986, the Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The Marin County Office of Education prohibits discrimination against and/or harassment of employee job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.