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# MARIN COUNTY

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## OFFICE OF EDUCATION

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### POSITION ANNOUNCEMENT

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#### RANCH MAINTENANCE SUPERVISOR

May 26, 2017

#### Walker Creek Ranch Outdoor Education Conference Center

Marin County Office of Education operates an Outdoor Education School and Conference Center at **Walker Creek Ranch**, 1700 Marshall Petaluma Road, Marshall, California. This is a rural environment in West Marin County offering programs to both the public education sector and outside groups.

<b>SALARY/</b>	<b>Starting</b>	<b>After 6 months</b>	<b>Annually thereafter</b>
<b>BENEFITS:</b>	<b>\$4,705/Month</b>	<b>\$4,752/Month</b>	<b>\$4,800/\$4,848/\$4,896/Month</b>
	<b>Comprehensive benefit package of medical, dental, vision, and life insurance</b>		

#### **THE POSITION:**

This class performs skilled maintenance on facilities, equipment and furniture and routine custodial and grounds-keeping duties. Incumbents provide leadership to semi-skilled Ranch Workers and are responsible for ordering necessary supplies and equipment to complete maintenance and custodial projects. Schedule includes some Saturday/Sunday work. Residency in ranch housing may be required.

#### **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; supervises and lays out daily assignments of Ranch Workers and Ranch Helpers; 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 grounds keeping 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. Requires some weekend work.

#### **REQUIREMENTS:**

**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; 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. 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.

**APPLICATION DEADLINE: July 10<sup>th</sup> @ 5pm**

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

- A completed Marin County Office of Education application
- Three recent letters of recommendation
- Letter of interest
- Current resume

**SELECTION PROCEDURE:**

The multilevel selection process may consist of an application screening process, reference checks, assessment activities, interviews and presentations. Those candidates with the most relevant and suitable background will be invited to participate in the process.

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 employees and 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.