



Job Description

Marin County Office of Education

Maintenance Supervisor - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Maintenance Supervisor - Walker Creek Ranch is done for the purpose/s of supervising and performing skilled maintenance services and activities; overseeing facility, equipment, and furniture repairs; supervising assigned staff; procuring supplies, equipment, and materials; providing information to others; and scheduling work assignments within established timeframes and standards.

This Job reports to Assigned Supervisor

Essential Functions

- Communicates with administrators, staff, students, and the public for the purpose of coordinating activities, resolving issues, and providing information.
- Conducts and/or directs groundskeeping activities (e.g. removing weeds, aerating landscaped areas, mowing small areas of lawn, etc.) for the purpose of ensuring the safety, appearance, and functionality of the property; and contributing to a positive environment for all occupants and visitors.
- Evaluates and coordinates a variety of activities and/or projects (e.g. improvement projects, maintenance, work assignments, procurement, etc.) for the purpose of obtaining materials and assigning tasks, ensuring timely job completion; achieving objectives, and delivering services in compliance with established guidelines.
- Informs staff regarding procedures, status of work orders, and/or maintenance or operation issues for the purpose of providing decision-making information, taking appropriate action, and/or complying with building and safety regulations.
- Inspects repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring jobs are completed efficiently, specifications are within established guidelines, and confirming goods received.
- Installs a variety of materials (e.g. carpet, tile, roofing, cabinets, drywall, plumbing, insulation, glass, electrical, masonry, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains and repairs facilities and equipment (e.g. student cabins, conference lodging, meeting rooms, kitchen, etc.) for the purpose of ensuring availability of facilities in safe operating condition.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring allocations are accurate, expenses are within budget limits and/or fiscal procedures are followed.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs routine and preventive maintenance and repairs (e.g. sewer/septic tank systems, Ranch's roads, dwellings, etc.) for the purpose of ensuring the on-going functioning of facilities.
- Performs a variety of skilled trade functions (e.g. electrical, plumbing, painting, HVAC, carpentry, etc.) for the purpose of completing projects within established time frames.

- Prepares a variety of written materials (e.g. reports, correspondence, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures and transports a variety of tools, equipment, and supplies to and from the Ranch for the purpose of ensuring the availability of materials required at job site.
- Researches a variety of topics for the purpose of ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations (e.g. power outages, floods, disasters, etc.) for the purpose of addressing immediate safety concerns and implementing emergency protocols and safeguarding county property.
- Supervises department functions (e.g. interviewing/recruiting, planning/scheduling activities, training, etc.) for the purpose of ensuring compliance of regulatory requirements and the Ranch functions in a safe, healthy and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing skilled crafts (carpentry, plumbing, electrical); operating standard office equipment including utilizing pertinent software applications; planning and managing maintenance projects and programs; monitoring program financial activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: technical knowledge of various building infrastructures and systems; preventive maintenance techniques; building quality, health, and safety regulations; pertinent laws, codes, policies, and/or regulations; personnel processes; and, standard business practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects simultaneously; working with frequent interruptions and changing work priorities; working with detailed information/data; maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, 45% standing. The job is performed under minimal temperature variations and in a generally hazard free

environment.

Experience: Job related experience with increasing levels of responsibility is desired in construction, trades, building maintenance or custodial service.

Education: High school diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

CPR/First Aid Certificate

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

DMV Pull Notice Enrollment

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date