

Conference & Maintenance Helper - Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Conference & Maintenance Helper - Walker Creek Ranch is done for the purpose/s of maintaining a variety of facilities and property; cleaning and performing routine maintenance on Walker Creek Ranch facilities; conducting groundskeeping tasks; moving and transporting furniture, equipment and supplies; performing routine hospitality and conference support; responding to immediate safety and/or operational concerns; and, setting up and breaking down meeting rooms and lodges

Essential Functions

- Assists guests in the dining hall for the purpose of responding to requests, providing direction, and contributing to a positive, professional environment.
- Assists with repairs and maintenance of a variety of facilities, machinery, vehicles, and property which requires driving to multiple locations (e.g. office equipment and furniture, walls, outlets, sinks, toilets, plumbing, roofs, etc.) for the purpose of providing a safe and effective environment and creating a positive professional image.
- Cleans and maintains a variety of flooring, as directed, for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Cleans and performs routine maintenance on student cabins, conference lodging, meeting rooms, offices, dining rooms, and other Walker Creek Ranch facilities, as directed, (e.g. deep cleaning, disinfecting, repairing, etc.) for the purpose of maintaining a safe and professional environment and complying with best practices for sanitation and Walker Creek Ranch standards.
- Conducts groundskeeping tasks, as directed (e.g. sweeping pathways, removing weeds, 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.
- Maintains a variety of facilities and property (e.g. office equipment and furniture, walls, outlets, sinks, toilets, etc.) for the purpose of ensuring smooth functioning of the workplace, employee safety, and creating a positive professional image.
- Moves and transports furniture, equipment, and supplies for the purpose of ensuring the functionality, safety, and efficiency of the workplace environment.
- Operates grounds and janitorial equipment (e.g. mowers, power sweepers, pressure washer, chainsaw, tractors, etc.) for the purpose of maintaining grounds and buildings in a safe, landscaped condition.
- Participates in department meetings, in-service training, etc. for the purpose of gathering information required to perform job functions.
- Provides routine hospitality and support for campus activities and special events based on guest needs (e.g. setting up dining room meal service, assisting dining room guests, etc.) for the purpose of responding to requests of conference guests.
- Replenishes cabin and rest room supplies (e.g. paper towels, soap, hand sanitizer, linens, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, emergency custodial calls, etc.) for the purpose of taking appropriate action to resolve immediate safety issues; ensuring the safety of occupants; and minimizing disruptions to daily operations.
- Sets-up and breaks down meeting rooms and lodges, based on guest needs and use, for the purpose of providing support for campus activities and special events.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: job-related safety practices and procedures; health standards for handling bodily fluids and strong chemical biohazards; basic principles of maintenance, cleaning, and hospitality; job-related codes, laws, rules, regulations, and/or policies; job-related equipment; and, school safety and security practices.

SKILLS are required to perform multiple 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: operating equipment and materials used in maintenance; adhering to safety practices and procedures; and, handling hazardous materials.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working as part of a team and independently; analyzing issues and determining appropriate course of action; applying material handling techniques; displaying mechanical aptitude; organizing tasks; setting up spaces; setting priorities; working with frequent interruptions; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, 70% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education (Preferred): High school diploma or equivalent

Education: Less than high school.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate
CPR/First Aid Certificate

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

Pay Grade

Revised Date