

Conference & Maintenance Worker - 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 Worker - Walker Creek Ranch is done for the purpose/s of performing routine as well as semi-skilled custodial, groundskeeping and maintenance work and supporting conference, hospitality and program operations across the facility, including minor repairs to facilities, machinery or vehicles; and complying with state and federal regulations, under general supervision, at the Marin County Office of Education Walker Creek Ranch outdoor education facility.

Essential Functions

- Cleans and maintains a variety of flooring 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 (e.g. deep cleaning, disinfecting, repairs,, etc.) for the purpose of maintaining a safe and professional environment and complying with best practices for sanitation and Ranch standards.
- Conducts groundskeeping and landscaping tasks (e.g. sweeping pathways, removing weeds, aerating landscaped areas,, 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.
- Coordinates with outside vendors and other staff the pick up of surplus materials, e-waste, etc. for the purpose of ensuring the functionality, safety, and efficiency of the workplace environment.
- Coordinates with program staff, kitchen staff, and conference services for the purpose of ensuring facilities and grounds are prepared to meet scheduled program and event needs.
- Coordinates, sets up, and breaks down meeting rooms, lodges, and event spaces based on program and guest needs (e.g. tables, chairs, A/V equipment, room configurations, etc.) for the purpose of supporting conferences, outdoor education programs, and special events.
- Implements and maintains adherence to ADA requirements for bathrooms, cabins, meeting rooms, and buildings (e.g. ramps, grab bars, mobility equipment, etc.) for the purpose of complying with state and federal regulations and creating an inclusive and accessible environment for all students, staff, and visitors.
- Inventories, organizes, moves, and transports furniture, equipment, and supplies (e.g. linens, etc.), including event and conference materials for the purpose of ensuring the functionality, safety, and efficiency of the workplace environment.
- Operates and maintains 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 operational support for conferences and residential programs (e.g. responding to guest needs, providing directions, resolving basic service issues, etc.) for the purpose of ensuring a positive and professional guest experience.
- Provides support for dining and program operations as needed (e.g. assisting with meal setup, replenishing supplies, supporting group transitions, etc.) for the purpose of ensuring efficient service and program continuity.
- Repairs and maintains 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.

- Responds to immediate safety and/or operational concerns during daily operations and events (e.g. facility damage, urgent setup needs, 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 programs and guest services.

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; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; health standards for handling bodily fluids and strong chemical biohazards; basic principles of household electricity, plumbing, and woodwork; job-related codes/laws/rules/regulations/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 proper handling hazardous materials such as bodily fluids and chemicals.

ABILITY is required to schedule activities, meetings, and/or events; 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 but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; 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 priorities; working with frequent interruptions; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating 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, 70% walking, and 25% standing. The job is performed under some temperature extremes under conditions with some exposure to risk of injury and/or illness and in varying atmospheric conditions.

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

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

Pay Grade

Revised Date