

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 379
RANGE: 142
NON-EXEMPT

SCOUT ISLAND OPERATIONS SPECIALIST

BASIC FUNCTION:

Under the direction and supervision of the Director, Scout Island Outdoor Education Center, ensure the smooth and high-quality operation of the Scout Island Outdoor Education Center for the Fresno County Superintendent of Schools (FCSS); preparing facilities, activities, and events, providing essential logistical and hospitality support, organizing and conducting safe activities for children, and performing routine custodial and maintenance duties; carrying out all assigned tasks safely, effectively, and on time.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist guests with all logistical elements of their site visit.
- Assist in safety and operational inspections, report concerns and/or repairs needed.
- Assist site administrator with specifics of assigned program; monitor program needs and collaborate with local resources for implementation.
- Build, create, or repair materials and items used for instructional activities.
- Clean and organize stored materials, supplies, and equipment, as needed.
- Collaborate with administration and other personnel to ensure programs comply with requirements, laws, rules, and regulations.
- Conduct awareness and/or promotional campaigns across Fresno County schools to maintain and/or increase the usage of the facility.
- Disinfect and clean drinking fountains and restroom facilities, including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper, and other items; clean mirrors, surfaces, and windows; unclog drains and toilets.
- Ensure that vehicles and equipment are prepared for daily use by charging, fueling, pressure washing, and vacuuming, as needed or assigned.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Monitor inventory levels of supplies and equipment as directed; order supplies and equipment as assigned.
- Operate heavy equipment, including tractors, and skid-steer loaders, tow trailers, golf carts, and equipment.
- Perform a variety of minor buildings, grounds, facilities, equipment, and infrastructure maintenance work, as needed or assigned.
- Perform general grounds and building cleaning, including sweeping, vacuuming, carpet shampooing, debris pickup, and emptying waste receptacles; clean cobwebs, dust furniture and woodwork, mop floors, and clean spills, as needed; power wash and/or blow as necessary.
- Plan, prepare, and deliver instructional activities as needed.
- Prepare and maintain a variety of records, reports, and plans related to assigned activities.
- Prepare for school activities, meetings, and other special events, including but not limited to moving, arranging, and setting up learning stations, equipment, and furniture as needed.
- Prepare written materials, such as safety inspections, work orders, inventory records, and document the same.

- Provide direct services and specialized activities, including support, guidance, and coaching for program staff and students, as assigned.
- Raise and lower flags as required.
- Respond to and report safety, sanitary, and fire hazards to appropriate personnel; monitor fire extinguisher expiration dates for replacement; report need for maintenance repairs to appropriate authorities; respond to emergency custodial requests as needed; ensure proper evacuation of buildings during fire alarm.
- Serves as a role model for students by displaying a positive, friendly, courteous, and helpful demeanor; constructively interacts with students to support and enhance their overall educational experience, as assigned.
- Support assigned program and staff to ensure all facility guests and/or partners have a safe, educational, and enjoyable experience; analyze and resolve concerns.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills, including but not limited to tact, patience, flexibility, and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations, or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function, or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel within Fresno County and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Appropriate safety precautions and procedures.
- Appropriate student contact.
- Inventory practices and procedures, and proper methods of storing supplies and equipment.
- Principles and techniques of training.
- Proper lifting techniques.
- Proper methods, techniques, materials, tools, and equipment used in modern custodial work.
- Requirements for maintaining buildings in a safe, clean, and orderly condition.
- Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Adjust prescribed schedule to meet emergency needs.
- Efficiently and effectively use cleaning materials, supplies, and equipment.
- Establish positive and healthy relationships with staff and students.
- Maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition.
- Maintain tools and equipment in clean working order.
- Meet schedules and timelines.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and the need for maintenance and repair.
- Observe health and safety regulations.
- Operate heavy equipment including tractors, skid-steer loaders, tow trailers, golf carts and equipment.
- Perform custodial activities individually at an assigned facility.
- Perform minor non-technical repairs.
- Perform routine and repetitive work to completion.
- Understand and follow oral and written directions.
- Use cleaning materials and equipment in a safe and efficient manner.
- Work in close contact with student population.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:**EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an associate degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.

EXPERIENCE:

- At least two (2) years' experience conducting educational program activities, preferred.
- Custodial and/or assistant facility management experience, preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid First Aid and CPR Certificate issued by an authorized agency within six months of date of hire.
- Valid California driver's license: when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.

- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

WORKING CONDITIONS:

ENVIRONMENT:

- Consistent and regular physically demanding indoor/outdoor work in all weather conditions.
- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 09/17/2025