

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Custodian/Bus Driver/Maintenance I/Grounds
DEPARTMENT: Maintenance Department
FLSA: Non-Exempt
REVISED:

REPORTS TO: Director of FMOT
CLASSIFICATION: Classified
SALARY GRADE: 011
BOARD APPROVED:

BASIC FUNDTION:

Under general supervision, to perform routine custodian/maintenance/grounds work at the District facilities; under general supervision to operate a school bus over designated routes to transport school children; other related duties may be assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Drives a bus daily over designated routes in accordance with time schedules, picking up and discharging school children; escorts children across streets, stopping traffic when necessary;

Transports students and teachers on field trips and various locations;

Makes recommendations regarding routes;

Conducts pre and post trip inspections;

Cleans interior, exterior and assists in maintaining bus in safe operating condition;

Maintains good order among students on the bus, following district policies regarding the disciplining of the children and contact with parents and other citizens;

Keeps records of mileage, number of children carried, and number of hours driven per day; prepares reports of driving hazards and incidents.

Performs routine custodial duties; confers with principal or supervisor regarding care and cleaning at the school site;

Informs Director of F.M.O.T. and/ or principal of needed repairs;

Prepares for and arranges custodial services for a variety of special activities or events;

Maintains a sufficient quantity of janitorial materials;

Makes minor repairs to school equipment and buildings;

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Checks heating system to insure adequate heating throughout the plant and changes heating and cooling filters as directed;

Inspects building and grounds waste, vandalism, and hazardous conditions; resets clocks;

Hoists flags; receives and delivers supplies;

Rearranges equipment and furniture among the various school buildings;

Operates powered vehicles;

Performs seasonal grounds duties.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Ability to read and write sufficiently to perform all the duties of the position including understanding applicable laws, regulations and codes required. Successful completion of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of 20 hours of instruction behind the wheels of a school bus is required.

Reading and writing skills sufficient to perform duties and read and understand MSDS sheets required. Prior custodial experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Requires valid California Commercial License, medical examination card; valid California Special Driver Certificate with School Bus endorsements, valid ARC First Aid Certificate

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requires a complete working knowledge and understanding of safe driving practices sufficient to recognize problems and take appropriate action.

Must have a basic understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation.

Must know and understand how to apply first aid practices.

Requires sufficient communication skills to maintain harmony within a work team and with the students.

Requires general knowledge of the methods, materials, tools and equipment used in custodial, grounds care and routine facilities maintenance.

Must have a good knowledge of work hazards and safety procedures.

Must understand the procedures used in the proper application of fertilizer, herbicides, insecticides and pesticides.

Requires a basic knowledge of principles of routine operation, maintenance and repair of sprinkler irrigation systems.

Requires some knowledge of chemical reactions.

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ABILITY TO:

Requires the ability to perform all the duties of the position with minimal supervision. Must be able to drive a school bus safely and efficiently while keeping to well-established schedules.

Requires the ability to maintain order among students, both while driving and at bus stops.

Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition.

Must administer first aid to ill or injured students.

Must learn repetitive tasks on a continuous basis and to sit for prolonged periods of time.

Requires the ability to maintain required records.

Requires the ability to communicate effectively with peers, students and members of the general public.

Must be able to perform all of the essential duties of the position with limited supervision.

Must be able to maintain tools and equipment in working condition.

Requires the ability to perform routine maintenance tasks and be able to determine when to refer more complex maintenance requirements to a supervisor.

Must be able to communicate effectively, both orally and in writing.

Must be able to follow oral and written directions.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in a variety of District facilities; some exposure to controlled and hazardous substances and chemicals; some contact with staff and the public.

PHYSICAL REQUIREMENTS:

Requires arm-hand and leg-foot dexterity to drive a bus.

Requires the visual acuity including depth perception.

Requires the ability to sit for extended periods of time.

Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children.

Requires the ability to lift passenger ambulatory aids such as wheel chairs onto platforms.

Requires the ability to walk, bend, stoop, and perform repetitive arm and shoulder motions with moderate exertion.

Must lift light to medium weight materials or equipment up to 75 pounds on a frequent basis, over 75 pounds on an occasional basis.

Requires the ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, extension window cleaners.

Requires visual acuity and depth perception to operate equipment and read safety materials.