

CLASS TITLE: Bus Driver Maintenance Worker (Bargaining Unit Position)

Salary Range 15

Basic Function:

Under the direction of the Director of Maintenance, assists in the daily organization of the maintenance department who are responsible for buildings, grounds, furniture and equipment. Serves as Acting Maintenance Director in his or her absence. Under supervision, transports students and staff, performs safety checks and maintains a clean and operational bus.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Perform repairs and semi-skilled maintenance work of more than one trade such as repair of doors, panic catches, Venetian blinds, lockers, furniture and equipment; glazing; setting of forms for pouring concrete and patching plaster surfaces; semi-skilled roof repairs; setting clocks and cutting bell tapes.
- Perform semi-skilled carpentry, including rough and finished construction, repair and remodeling.
- Perform semi-skilled painting.
- Perform minor maintenance work on electrical systems and equipment, sanitary plumbing pipes and fixtures, air, oil and gas pipes and heating systems.
- Perform arc and acetylene welding, cutting and brazing.
- Perform preventative maintenance on heating and air conditioning units.
- Direct persons assigned to the school sites, i.e., grounds workers, custodians, etc.
- May drive a truck and pull a lowboy trailer needed to haul power mower or other district equipment, including tractors or forklifts.
- May perform custodial duties based upon necessity and size of the plant.
- Confer with the school administrator in charge of maintenance of the school, and may prepare surveys and reports.
- Perform related duties and responsibilities as assigned.
- Ensure that students are riding in a safe manner
- Ensure that students cross streets and parking lots in safe and orderly manner
- Stop traffic at crosswalks and other places for pedestrian safety
- Encourage good citizenship and reward good behavior
- Make referrals to teachers and office for major incidents
- Intervene in potentially problem situations
- Enforce consequences for minor offenses
- Accurately record information to support the principal in suspension or expulsion circumstances
- Visually survey grounds for suspicious and/or unauthorized persons
- Report and refer injuries to office
- Make suggestions on how to improve bus safety
- Conduct routine safety drills with students
- Checks and inspects mechanical condition of bus daily bus
- Cleans interior and exterior of bus at regular intervals or as needed
- Controls loading and unloading of bus to insure safety of passengers

- Maintains proper student discipline on bus
- May make minor repairs while on road
- Keeps records and prepares reports
- Other related duties as assigned

JOB RELATED AND ESSENTIAL LQUALIFICATIONS

Knowledge and Abilities:

- Knowledge of:
 - Basic methods, materials, tools and equipment used in building maintenance work.
 - Terminology used in building maintenance work.
 - English language at acceptable levels of reading, writing and speaking
 - Time management
 - Electrical, heating, air conditioning, plumbing, painting, pesticides, herbicides, workplace safety, asphalt, cement, irrigation, power tools and general operation of school district buildings, grounds and equipment.
 - Occupational hazards and standard safety practices necessary in the area of building trades work.
 - Asbestos management and abatement
 - Basic mathematical principles.
 - Basic computer operations
 - Security systems including alarms and locks
 - Safe driving principles and practices.
 - Experience in driving a bus or truck (other than pickup)
 - Student supervision techniques
 - Controlling student behavior
 - First aide
 - School rules and regulations
 - Traffic safety procedures
 - Safe driving practices

Skill to:

- Perform semi-skilled work in carpentry, glazing, plastering, welding, plumbing and electrical trades.
- Perform semi-skilled building maintenance and repair duties.
- Operated a variety of hand and power tools and equipment required for building maintenance work in a safe and effective manner.
- Operate a variety of motor vehicles safely.

Ability to:

- Understand and carry out oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Direct other employees.
- Safely operate a school bus while maintaining safe and orderly conduct of students
- Perform minor repairs on bus
- Keep accurate records
- Supervise and control large and small groups of students

- Serve as role model for language, appearance and conduct
- Gain respect from students and staff
- Physically supervise students where vehicles are present
- Make good decisions immediately
- Determine what is and is not serious rule infractions
- Establish and maintain rapport with staff and students
- Maintain composure in emergency situations
- Stoop, bend, walk extensively

Education and Experience:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education and Experience:

- High school diploma or equivalent (AA preferred)
- Three years of experience performing building maintenance duties.
- Work with groups of children

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Certificates, Licenses, Registrations:

- A valid Class A California driver 's license is required by the end of the probationary period.
- Bus Driver certificate
- Asbestos Awareness Certificate
- Asbestos Operations and Maintenance 16 hour Certificate

Special Requirements:

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to noise, vibration, outdoors, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards; ability to travel to different sites and locations. The noise level in the work environment is high. The position requires multi-tasking and the ability to focus in a distracting environment. There is some exposure to danger from vehicles.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.