School District Position Description

JOB TITLE: Utility Worker
DEPARTMENT: Transportation
LOCATION: Bus Shop
REPORTS TO: Supervisor of Transportation
APPROVED BY: Butler County Board of Education Date: August 17, 2000

SUMMARY: Assists in keeping the District's cars, trucks, and buses in such a state of operating excellence that they present no problem or interruptions to the educational program. Term of employment – 9 months.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists in performing and properly completing daily pre-trip and post-trip inspections
- Participates in on-site training
- Punctual and able to work required hours
- Helps perform repairs on District vehicles. Maintains a thorough knowledge and ability to operate shop equipment.
- Must observe safety practices.
- Will cooperate continuously with the Transportation Supervisor, other Transportation employees, Board of Education employees and citizens of the community.
- Serve as school bus driver as needed by the department
  - Works with all types of students
  - Deals with stressful conditions in a professional manner
  - Must have patience and be kind and courteous
  - Drives a school bus safely and professionally
  - Performs and properly completes daily pre-trip and post-trip inspections
  - Complies with all traffic ordinances
  - Complies with discipline policies set forth in the Code of Conduct for
  - Transportation
  - Participates in on-site training
  - Shows proficiency in handling and maneuvering school bus
  - Keeps bus interior and exterior clean
- Any and all other duties as assigned by the Transportation Supervisor

SUPERVISORY RESPONSIBILITIES:
Supervises students while transporting them.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED). Must have no points on driving record and be able to pass physical, including drug test.

CERTIFICATES, LICENSES, REGISTRATIONS:
Must have a Commercial Driver's License and State Department of Education certificate.

LANGUAGE SKILLS:
Ability to read at a minimum of a fifth grade level and to recognize similarities and differences between a series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS:
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:
Ability to work in a friendly manner with co-workers. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud, and the employee must raise his/her voice to be heard.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.