

JOB DESCRIPTION

WU bg 1004

Maintenance & Operations

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Head Custodian/Bus Driver

Purpose Statement

The job of Head Custodian/Bus Driver is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students', staff, and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability and performing functions of a bus driver and directing other employees as assigned.

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- **Attends** safety meetings, training etc. (e.g. blood-borne pathogens, cleaning solvents, floor care, first aid, CPR, etc.) for the purpose of maintaining skills and meeting requirements of school bus driver certificate.
- **Cleans** assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, school grounds, eating areas, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- **Delivers** variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing the materials to the appropriate parties.
- **Directs** personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- **Evaluates** situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Informs** students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- **Inspects** school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs do to vandalism, equipment breakage, weather conditions, etc.
- **Maintains** supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- **Maintains** grounds (e.g. lawns, shrubbery, planted areas, fences, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- **Performs** functions of a school bus driver as maybe required for the purpose of transporting students over scheduled routes and to/from school and/or field trips in a safe and timely manner.
- **Prepares** facility for daily operations (e.g. opening gates, building doors, disarming security systems, raising flag, minor repairs, etc.) for the purpose of ensuring school facilities are operational and safe for occupancy.
- **Repairs** furniture and equipment (e.g. student's desk, painting, locks, hinges, etc.) for the purpose of ensuring that items are available and in safe working condition.
- **Responds** to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students', alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- **Secures** facilities and ground (e.g. locks, doors, windows, turns on/off security systems as assigned, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to organization.

Other Functions

- **Assists** other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; operating district vehicles used in transporting students; prepare and maintaining accurate records; operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent's and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; preserving floors, walls, fixtures, etc., cleaning materials; safety practices and procedures; laws and regulations related to driving a school bus.

ABILITY is required to schedule a number of activities; gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team.

Responsibility

Responsibilities include; working under limited supervision focusing primarily on results; leading guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 25% sitting, 50% walking and 25% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) and in varying atmospheric conditions.

Experience. Job Related Experience with increasing levels of responsibility is required.

Education. High School Diploma or Equivalent

Required Testing:

Drug/Alcohol Testing; TB Test

Continuing Educ. / Training:

Certificates & Licenses:

Class B Driver's License; CPR/First Aid Certificate; Valid D.O.T Medical Certificate/Bus Driver's Certificate

Clearances:

Criminal Justice Fingerprint Clearance

FLSA Status.

Salary Grade. Classified 7

