

CLASS SPECIFICATION

**MAINTENANCE, OPERATIONS,
TRANSPORTATION (MOT) ROVER**

DEFINITION

Under the general direction of the Director, Maintenance/Operations, Transportation, and Technology (MOTT), performs a variety of custodial/utility, groundskeeping, and maintenance duties; trains custodians and substitutes; drives a school bus; works flexible hours as needed; and performs other related work as assigned.

REPRESENTATIVE DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the class.

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Take direction from designated leads
- Provide training to custodial staff and substitutes, and ensure safety standards are implemented, flexing hours as needed
- Assist in developing site cleaning schedules for custodians and substitutes as directed
- Perform custodial functions at any site as assigned
- Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, power washer, and small power and hand tools, and maintain equipment to ensure safe and proper working conditions
- Prepare facilities before and after events
- Perform emergency clean-up resulting from breakage, vandalism, spills, or illness; remove gum and graffiti; follow district procedures for safely cleaning up pest infestations and bodily fluids
- Perform transportation duties at any site as assigned
- Perform bus pre-trip inspection before driving; report any mechanical defects; refuel and maintain in a safe, clean, sanitary, and orderly condition; and inspect and operate emergency equipment as needed
- Prepare and maintain detailed records including mileage, fuel consumption, loads, routes, safety/vehicle inspection, and incident reports
- Drive designated routes according to established time schedules; drive additional routes as required; transport students, staff, and adult chaperones for daily school routes and trips; stop traffic when needed to escort students safely across streets; provide care and assistance, as

appropriate, for students with special needs; conduct required passenger safety instructions and drills; and administer first aid to passengers as required

- Supervise the conduct of students and maintain discipline on the bus; interact thoughtfully and courteously with students, staff, and parents; and resolve conflict in a professional manner
- Working with various district staff, pick up and deliver food, equipment, materials, supplies, and mail
- Assist in warehouse/delivery duties of receiving, loading, delivering, and inventory of warehouse goods, food products, and buy-out items
- Move, arrange, and set up furniture and equipment
- Perform groundskeeping duties at any site as assigned
- Operate power equipment including, but not limited to, tractors, dump trucks, lawnmowers, trimmers, edgers, and similar mechanical equipment used in grounds-maintenance work
- Assist in the installation/repairs of sprinkler systems
- Perform maintenance duties at any site as assigned
- Operate a variety of maintenance equipment and machines including, but not limited to, power and hand tools/machines, high-pressure water jetter, sewer snake, power meter boxes, welding equipment, and forklift
- Perform maintenance and repair of district buildings, facilities, and equipment in a wide variety of building trades such as carpentry, electrical, heating, ventilation, and air conditioning (HVAC), plumbing, doors and hardware, glazing, painting, roof repair, plastering, cement, and asphalt repair
- Perform minor cleaning of roof gutters and ground drains; clean out plugged drains; change and/or clean air conditioning filters; change light bulbs and tubes
- Assist maintenance staff with multi-person tasks
- Fuel and wash assigned district vehicle; report vehicle maintenance problems
- Utilize two-way radio for communications
- Provide follow-up to site concerns and/or emergencies to MOTT Director
- Assist with emergency situations as needed, maintaining contact with the office through district communication devices

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, spelling, grammar, and punctuation
- Intermediate computer and technology skills
- Microsoft Office Suite, Google Suite
- Safe lifting and safety practices; Cal/OSHA regulations
- Cleaning materials and disinfectants in proper quantities, and equipment used in custodial work, including carpet cleaning, stripping, and waxing floors
- Safety practices and preferred methods relating to the handling, storage, and use of chemical cleaning products and custodial equipment
- First aid techniques
- Principles, methods, practices, and techniques of pupil transportation

- Safe driving methods, practices, and procedures
- Provisions of the Highway Patrol Handbook, California Vehicle Code, and the Education Code applicable to the operation of pupil transportation vehicles
- Tools, equipment, materials, and standard practices applying to groundskeeping and maintenance activities
- Mathematics applicable to custodial, grounds, and maintenance trades

Ability to:

- Establish and maintain cooperative working relationships with educational partners
- Understand, carry out, and give oral and written directions in English
- Quickly assess needs and follow designated schedules
- Prioritize tasks and use good judgment related to emergency and safety matters
- Read and interpret manuals, instructions, and specifications, including Material Safety Data Sheets
- Learn and interpret specific rules, laws, and policies, and apply them with good judgment in a variety of situations
- Effectively train and provide instructions to custodial staff and substitutes
- Maintain simple records
- Plan, prioritize, and coordinate multiple tasks to meet timelines
- Work independently
- Observe legal and defensive driving practices
- Recognize equipment malfunctions and take appropriate action
- Maintain order and discipline among students while driving a school bus
- Administer appropriate care and assistance in loading and unloading students with special needs
- Pass mandatory drug and alcohol screening tests
- Perform general groundskeeping work
- Perform a wide variety of maintenance/repair tasks
- Maintain regular attendance and punctuality
- Be available in emergency situations outside of the regular work schedule

Education and Experience:

- Graduation from high school or equivalent
- Two years of increasingly responsible work in groundskeeping and custodial services and/or related building maintenance trades
- Related work experience in a school environment is desirable

Licenses and Certificate Requirements:

- Must hold and maintain a:
 - Valid, appropriate California Driver's License (currently being a Class A or B with P [passenger] and S [school bus] endorsements)
 - California Special Driver's Certificate for Type 1 school buses
 - Current Medical Examiner's Certificate
 - Current First Aid Certificate issued by the American Red Cross, is required if the first aid test given by the California Highway Patrol was waived (listed as

- restriction “6” on the Special Driver’s Certificate)
 - Must qualify for a valid Level I Forklift Certificate prior to the conclusion of the probationary period

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees may be subject to interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations.

The employee may be required to work split shifts and/or extended-hour/day assignments. This position requires the employee to render physical assistance to disabled passengers and safely lift, carry, or push 50 pounds, and up to 100 pounds with assistance. This position requires the employee to utilize a hand truck or pallet jack to push or pull loads up to 3,000 pounds. The employee may frequently sit, climb stairs, maintain balance, stoop, bend, kneel, and reach overhead; use both hands and legs simultaneously; repetitively twist and exert pressure with wrists and hands; be required to speak clearly and hear normal voice conversation. The employee is required to have depth perception and color vision; see small details and long distances; drive a vehicle; work inside and outside; and work in an environment with loud noises and vibrations. The employee will occasionally be exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles. The employee shall use caution in the usage of an electrical power supply with moderate voltage and in pushing, pulling, and/or lifting objects and equipment. Employees may be required to work with harsh and/or toxic substances. The employee may be exposed to minor, occasionally severe, contagious diseases, blood pathogens, and/or body fluids. The employee will often respond to tight deadlines.

Approved: May 13, 2008

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