

CUSTODIAN/ BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and maintenance of a small school building or for a larger building on an assigned shift. Work is performed under general supervision with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision may be exercised over the work of a small number of cleaning or custodial personnel. This position also involves responsibility for safe transportation of school children on an assigned bus route. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs all building cleaning activities;

Assigns tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out;

Operates or checks the operation of oil, gas or coal-fired heating system;

Checks to insure that buildings are heated, cleaned, locked, and in readiness for all activities;

Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;

Keeps simple activity records.

Operates a school bus on a regular schedule or on special occasions;

Checks the operating condition of the bus before starting on a trip;

Reports any operational defect to immediate superior;

Informs children about safety practices;

Maintains orderly conduct of children on bus;

Keeps interior and exterior of vehicle clean and neat;

Prepares and maintains maps of routes and pick-up points;

May be required to operate a van or other similar vehicle;

May be required to perform minor maintenance tasks on the vehicle;

May operate a two-way radio;

May exchange information with caretakers, parents or school personnel regarding students;

May remove snow and ice from walks, pathways and steps;

May perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;

May supervise and participate in a variety of grounds keeping activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of building cleaning practices, materials and equipment, and the ability to use them efficiently and economically; good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus or van under difficult driving and road conditions; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks; ability to understand and carry out oral and/ or written directions; ability to assign work to others; ability to get along well with others; ability to provide basic first aid if needed; mechanical aptitude; willingness to perform cleaning and other manual tasks; mental alertness; good judgment; good moral character; tact and courtesy; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of full-time paid building cleaning or maintenance experience, or its' part-time equivalent; and possession of the appropriate New York State Driver's License; and drivers must be at least twenty-one (21) years of age.

Note: In addition, candidates must satisfy the requirements for School Bus Driver set forth in the rules and regulations of the New York State Commissioner of Education and the New York State Department of Transportation.

ULSTER COUNTY
2070 CUST/B DRI
Classification: Competitive
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Revised: January 25, 1984
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