

ASSISTANT BUILDING MAINTENANCE MECHANIC-BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, operates a school bus and performs repair work in the maintenance and servicing of school district buildings and related equipment. The work can be either routine or of a semi-skilled nature requiring a working knowledge of several trade skills and/or working as an assistant to a skilled trades person. May be required to do a highly skilled installation, maintenance or repair work under the direct supervision of a higher-level supervisor, but performance of such skilled work is not a normal function of this position. Supervision may be exercised over subordinates cleaning and maintenance employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) 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 mechanical defect to immediate supervisor; Instructs or informs children about safety practices when entering and leaving bus; Maintains orderly conduct of children on bus; May be required to operate a van or other similar vehicle; May be required to perform minor maintenance tasks on the vehicle; Performs and/or assists in the performance of semi-skilled carpentry, electrical and plumbing repairs; Sweeps, mops and waxes floor; Leads and assists in the cleaning of windows, walls and woodwork; Operates and maintains equipment such as floor polishers, vacuum cleaners and lawn mowers; Collects paper and rubbish, mows lawns, cultivates trees and shrubs and performs a variety of other ground tasks; Cleans walks of snow and ice; Maintains inventory of cleaning materials and equipment; Executes minor carpentry, electrical and plumbing repairs.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; Ability to operate a bus under all driving and road conditions; Ability to make minor repairs to the vehicle; Ability to get along well with children and command their respect; Working knowledge of the methods, materials, tools and terminology used in the maintenance and repair of buildings and grounds keeping; Good knowledge of building cleaning practices, supplies and equipment and ability to use them economically and efficiently; Ability to understand and follow oral and written directions; Mechanical aptitude; Initiative and resourcefulness in undertaking and completing assigned work; Willingness to perform janitorial tasks; Thoroughness; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years of experience in one of the building construction trades or in building maintenance; AND

SPECIAL REQUIREMENTS: (1) Possession of appropriate level New York State Driver's License. (2) Drivers must be at least 21 years of age and (3) must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

NOTE: Districts that experience difficulty in recruiting fully qualified drivers, (i.e., individuals with the CDL), may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and pass the road test to obtain the appropriate license. The training program must be successfully completed within 6 months and the appropriate license obtained before the individual drives a school bus with students or is assigned a regular bus route.

Approved 1/28/15