

CUSTODIAL WORKER-BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed under direct supervision or according to specific instructions. Supervision is received from a custodian or other superior. Supervision over the work of others is not normally a responsibility of employees in this class. This job also involves responsibility for safe transportation of school children on an assigned bus route. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Sweeps and mops floors and stairs; Dusts desks, woodwork, furniture and other equipment; Washes windows, walls, blackboards, sinks and other fixtures; Polishes furniture and metal furnishings; Empties waste baskets, collects and disposes of rubbish; Clears snow and ice from walks; May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned; Assists in the operation of an oil, gas or coal fired low-pressure heating system including firing and removing ashes; Delivers packages and messages; Places and removes traffic safety signs; Arranges chairs and tables and other equipment for special use of school building; Repairs window shades, replaces light bulbs, soap and towels; Paints rooms and equipment and assists in making minor plumbing, carpentry, and electrical repairs; Operates a school bus on a regular schedule or on special occasions; Changes oil, refills gasoline tanks, puts on chains, replaces tires and performs a variety of similar tasks; Maintains orderly conduct of children on school bus.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of vehicle and traffic law, regulations of the Commissioner of Motor Vehicles, and regulations of the Commissioner of Education pertaining to student transporting; Good knowledge of safe driving practices and defensive driving; Working knowledge of the geography of the employing school district; Working knowledge of building cleaning practices, supplies, and equipment; Ability to follow oral and written instructions; Ability to perform a variety of minor maintenance tasks; Ability to get along well with others; Thoroughness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required.

SPECIAL REQUIREMENTS: Possession of a current CDL license with a "P" (Passenger) endorsement issued by the New York State Department of Motor Vehicles.

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