

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 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) Supervises and participates in 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; May perform variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks; May supervise and participate in a variety of groundskeeping activities; 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; 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 building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; Good knowledge of vehicle and traffic law, regulations of the Commissioners of Motor Vehicles and Education pertaining to student transporting; Good knowledge of safe driving practices and defensive driving; Working knowledge of the geography of the employing school district; 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 written directions; Ability to lead and supervise the work of others; Willingness to perform cleaning and other manual tasks; thoroughness; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of building cleaning or maintenance experience.

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

Revised 8/23/88

Revised 11/9/95