

HEAD CUSTODIAN-BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the efficient and economical cleaning and maintenance of a large school building or number of smaller buildings and related facilities. The work is performed under the general direction of a superior allowing wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of subordinate cleaning and maintenance personnel. This job also involves responsibility for safe transportation of school children on an assigned bus rout; Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes regular inspections of buildings and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment; Schedules and assigns cleaning and maintenance work of Custodians; Inspects and otherwise exercises control over maintenance work performed by outside contractors; Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities; Keeps records and makes reports of supplies used and activities carried on; Performs a variety of cleaning and maintenance activities; Reports any acts of vandalism or breakage to proper authorities; 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 a similar tasks; Maintains orderly conduct of children on school bus.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of building and cleaning practices, supplies, and equipment; Good knowledge of the operation and maintenance of a low pressure heating plant; 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; Working knowledge of the tools, terminology and practices of one or more skilled trades; Ability to follow moderately difficult oral and written directions; Ability to plan and supervise the work of others; Thoroughness; Resourcefulness; Dependability; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Three years of experience in building or maintenance work; Or
- B. Three years of experience in any of the standard mechanical or construction trades; Or
- C. Any equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS: Eligibility for the appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment. School Bus Drivers must meet the qualifications of the applicable parts of Article 19A of the Vehicle and Traffic Law, Part 6 of the Regulations of the Department of Motor Vehicles (Commissioner's Regulations) and Section 156.3 of the Regulations of the Department of Education (Commissioners's Regulations).

Revised 3/25/81

Revised 11/9/95