

MAINTENANCE HELPER / BUS DRIVERJob Summary

Under supervision of the Maintenance, Operations, Transportation Supervisor, the Maintenance Helper/Bus Driver, assists in various functions involved in maintaining school buildings, grounds, and equipment; and performs other related duties as required.

Qualifications:Required:

- High School diploma or equivalent
- One year experience as a painter, carpenter, plumber or electrician; or combination of all
- Valid California Driver License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire).
- Valid California Bus Driver License with P Endorsement (Passenger Endorsement)

Desired:

- Knowledge standard practices, methods, materials and equipment used in the building trade

Knowledge and Ability:

1. Excellent organizational working skills
2. Ability to use tools of the building trade skillfully and safely
3. Ability to work from sketches and blueprints
4. Ability to repair door and panic locks
5. Ability to repair window blinds and shades
6. Ability to repair flag pole pulleys, cables and swings
7. Ability to repair sanitary plumbing pipes and fixtures, air, oil and gas pipes and heating systems
8. Knowledge to service coolers
9. Knowledge of pipes in order to bend, cut, ream and thread
10. Ability to test pipes for leaks
11. Ability to install, maintain and repair electrical systems, dishwashers, power mixers and grinders; used drill presses, grinders, power saws, glass cutters, arc and gas welding equipment
12. Knowledge of equipment and supplies used in a large school system
13. Ability to follow oral and written instructions
14. Ability to establish and maintain cooperative working relationship with co-workers, parents and students and to work in teams
15. Ability and knowledge of school bus operations
16. Ability to communicate effectively, both in writing and orally

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Perform repair and maintenance work including painting, repairing door and panic locks
2. Repair window blinds and shades, scaffolds, forms, frames, fences and other structures
3. Repair school and office furniture and equipment
4. Repair windows and door screens
5. Cut and install glazing
6. Repair flag pole pulleys, cables and swings
7. Repair sanitary plumbing pipes and fixtures, air, oil, and gas pipes and heating systems
8. Service coolers
9. Bend, cut, ream and thread pipes
10. Test pipes for leaks
11. Install, maintain and repair electrical systems, dishwashers, power mixers and grinders, power saws, glass cutters, arc and gas welding equipment
12. May be required to operate truck or tractor
13. May be required to clean maintenance shop and toilet facilities
14. May be required to wash, sweep or otherwise service buses or other school vehicles

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15. Drive school bus
16. Drive a school vehicle to various schools, administration office, Post Office, and the warehouse
17. Deliver cafeteria commodities
18. Required to operate a truck or fork lift
19. Wash, sweep or otherwise service buses or other school vehicles
20. Other appropriate duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to stand for extended periods of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone; enter data into a computer; research data on computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car
9. Ability to constantly (6-8+ hours) walk, stand, bend neck, bend waist and squat; twist neck; twist waist
10. Ability to constantly (6-8+ hours) grasp with both right and left hand; pushing and pulling with both right and left hand
11. Ability to constantly (6-8+ hours) reach above shoulder level and to reach below shoulder level
12. Ability to frequently (3-6+ hours) crawl
13. Ability to occasionally (up to 3 hours) sit; kneel
14. Ability to lift up to 75 pounds
15. Ability to carry up to 75 pounds
16. Position requires the following:
 - Driving cars, delivery truck
 - Work around equipment and machinery
 - Walk on uneven ground
 - Exposure to excessive noise
 - Exposure to extremes in temperature, humidity or wetness (Commodity Freezer and Warehouse – no air conditioner)
 - Exposure to dust, gas, fumes, or chemicals
 - Operation of foot controls or repetitive foot movement

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job