

NORTH COUNTY JOINT UNION SCHOOL DISTRICT
500 SPRING GROVE ROAD
HOLLISTER, CA 95023

CLASSIFIED POSITION

JOB TITLE: Custodian/Groundswoker/Bus Driver

SALARY RANGE: 14

DEFINITION/BASIC FUNCTIONS: Under general supervision, plan, schedule and perform routine cleaning and maintenance work in school, office or multi-purpose buildings of the district; to perform routine grounds maintenance, gardening work; and perform minor repair work as required for the efficient operation of the site; transport district pupils to and from school and field trips; perform daily inspections and maintain the bus in a clean and orderly condition.

DIRECTLY RESPONSIBLE TO: *To Be Determined*

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

1. Clean assigned areas; sweep, scrub and wax floors as necessary; shampoo, vacuum and clean rugs and carpets; clean whiteboards, windows, walls and blinds; sweep sidewalks and play areas; empty waste receptacles, garbage and trash cans.
2. Clean and disinfect restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows.
3. Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building.
4. Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms and assure doors are locked as appropriate; raise flags.
5. Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operates a variety of electrical cleaning equipment; drive a vehicle to conduct work.
6. Paint inside and outside of buildings with brush, roller or spraying equipment; may have to climb ladder.
7. Replace lights and clean light fixtures.
8. Performs minor carpentry, electrical, maintenance, and plumbing duties as assigned; performs general maintenance and repair to equipment and appliances as assigned.
9. Trim and prune shrubs, hedges, trees, and grass; weed removal and lawn mowing; prepare ground and fertilize, and/or plant lawns, trees, shrubs, hedges, and flowers.
10. Operate and maintain irrigation/sprinkler systems.
11. Operate power equipment as it relates to grounds keeping duties (e.g. fork lift, lawn mower, power edger, rototiller, etc.)

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12. Keep drainage systems clear and in working order.
13. Assist in the cleaning of gutters, down spouts and drains
14. Wear breathing apparatus, face protector, shoes, eye goggles, hard hat, rubber boots, and hearing protectors, as directed.
15. Maintains radio communications with site office at all times while on duty.
16. Drive a school bus or transportation vehicle over assigned routes in accordance with an established time schedule; transport children safely to and from school and on study trips.
17. Load and unload students safely at designated stops and on study trips.
18. Stop traffic and escort children safely when necessary.
19. Adhere to State laws, District policies, and safety procedures regarding student discipline and public contact with parents, school personnel and community members.
20. Perform daily safety inspections.
21. Sweep and clean the interior of the school bus or transportation vehicle.
22. Prepare daily reports on the student loads, mileage, type of trip and standby time.
23. Report problems or equipment malfunctions.
24. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
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26. Confers with supervisor regarding care and cleaning programs on site, sees that rooms are set up for special events and needs, which may include moving and arranging furniture and equipment.
27. Routinely inspects buildings and ground for fire, sanitary and safety hazards; performs minor repairs and adjustments to building fixtures, landscaping systems, and site equipment; reports needed major repair work to proper authorities; makes necessary safety reports to appropriate officials.
28. Perform other related duties as assigned.

TRAINING, EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

Credential and/or License:

Valid California Drivers License; valid Class B California Motor Vehicle Operator's License; School Bus Driver's Certificate; must be able to be insured and continue to be insurable by the District's liability insurance carrier.

Education:

Graduation from high school or General Education Development (GED) or Certificate of California High School Proficiency Examination (CHSPE) Certificate.

Experience:

Minimum of one (1) year of experience performing building or grounds maintenance work and a minimum of one (1) year of experience in pupil transportation service or the completion of a school bus driver training program using safe driving practices.

Physical Demands of Position:

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Frequent

1. Normal manual dexterity and hand-eye coordination required to operate power and motorized equipment using both hands. (3)
2. Knowledge of methods, materials, tools and equipment used in gardening maintenance work. (4)
3. Ability to operate power cleaning equipment. (3)
4. Physical agility to frequently stoop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to fifty (50) pounds shoulder height and occasionally lift in excess of fifty (50) pounds with assistance. (4)
5. Sufficient physical ability, strength, mobility, and stamina to perform heavy physical labor in hot, cold and inclement weather conditions; sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs. Sufficient physical ability, strength, balance, and tolerance of heights to work on ladders, climb trees, and working at heights, sometimes in precarious positions. (4)
6. Sufficient hearing to hear verbal directions and equipment malfunctions; sufficient hearing to hear work area noise and normal conversation in person and on the telephone; ability to speak in a normal voice to be able to be heard and understood on the telephone and at the work site. (4)
7. Ability to maintain appropriate student behavior on a school bus; learn the proper methods of bus safety inspections and maintenance; handle situations with tact and diplomacy; understand and carry out oral and written directions; knowledge of safe driving practices and procedures. (4)
8. Ability to understand and implement oral directions as well as directions written in English. (4)
9. Ability to implement assigned tasks with a minimum of direct supervision. (4)

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Work Environment:

1. Work outdoors around school grounds
2. Work indoors in school buildings and facilities
3. School Bus

Work Hazards:

1. Subject to exposure to communicable or infectious diseases
2. Subject to cleansing chemicals
3. Subject to walking on slippery surfaces
4. Subject to adverse weather and traffic conditions

Daily Service - 8 hours per day; 261 days per year

Board Approved: September 30, 2008