

BUS DRIVER - MAINTENANCE WORKER (BUILDINGS)

GENERAL STATEMENT OF DUTIES: Operates a school bus and performs semi-skilled maintenance and repair work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, operates a school bus and performs repair work in the maintenance and servicing of school district buildings and related equipment. The work can be either routine or of a semi-skilled nature requiring a working knowledge of several trade skills and/or working as an assistant to a skilled tradesperson. A Maintenance Worker may be required to do highly skilled installation, maintenance or repair work under the direct supervision of a Maintenance Mechanic or higher level supervisor, but performance of such skilled work is not a normal function of this position. Work assignments result from oral instructions and, on occasion, written work orders. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Operates a school bus on a regular schedule or on special occasions;

Checks the operating condition of the bus before starting on a trip;

Reports any mechanical defect to immediate supervisor;

Instructs or informs children about safety practices when entering and leaving bus;

Maintains orderly conduct of children on bus;

Performs miscellaneous repair jobs such as putting windowpanes, adjusting window frames, hanging doors, installing and repairing door checks, replacing fluid in door checks, making window shades;

Performs simple carpentry work such as installing and repairing cabinets, benches, shelves, desks, chairs, partitions, etc.;

Performs simple electrical and plumbing installation and repair work including repairing electrical fixtures, installing outlets, clearing stopped-up drains, installing water pipes and fixtures, etc.;

Makes simple repairs to fans, motors, heaters and the like such as repairing short circuits or breaks in the heating coil;

Repairs and maintains locks, elevator doors, etc.;

Lays asphalt or cork tile, installs partitions, performs miscellaneous inside and outside painting, refinishes furniture, sharpens tools, builds sewage drains, etc.;

Grades and makes repairs to roads and parking areas;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Assists with difficult and makes routine maintenance repairs to steam and water lines, radiators, sewer pipes, lavatories, faucets, flushometers, etc.;

Makes simple mechanical repairs to fans, motors, water coolers, paper punches, doorstops, etc.;

Assists with the repair of asphalt and marble tile;

Assists a Maintenance Mechanic in running wire, installing new and relocating existing outlets, repairing domestic electrical equipment;

Adjust points and contacts on electrical equipment, checks and replaces light bulbs;

Reads electric and water meters;

Cuts and fits pipes, installs new washers on faucets, locates and unplugs stoppage in plumbing;

May be required to operate a station wagon or other similar vehicle;

May be required to perform minor maintenance tasks on the vehicle.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to get along well with children and command their respect; mental alertness; dependability; familiarity with the tools, techniques, and terminology used in carpentry, plumbing, steam fitting, electrical and general mechanical trades work; familiarity with the accident and safety precautions of some of the above-named trades; ability to use the tools of, and to make minor repairs in one or more of the above-mentioned trades; ability to learn new work quickly; ability to work effectively individually, or as a part of a team; ability to follow written instructions or oral assignments of supervisors; initiative and resourcefulness in undertaking and completing assigned work; industriousness; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE : Either: (a) graduation from high school or trade school or possession of a high school equivalency diploma and two years of experience in building and mechanical maintenance work; or (b) graduation from a two-year post high or trade school course in building or mechanical trades work; or (c) any satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: (1) Possession of the appropriate New York State Driver's License to operate a school bus, issued by the New York Department of Motor Vehicles at the time appointment; (See Special Note below) (2) Drivers must be at least twenty-one (21) years of age and not have reached their sixty-fifth (65) birthday.

SPECIAL NOTE: In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

New federal regulations require that, on or after October 1, 2005, a school bus driver with a New York State commercial driver license (CDL) must have a new "S" (school bus) endorsement.

When the term "school bus" is used, the term is defined as a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law (see below) and the school bus has a seating capacity of 16 or more adults (which includes the driver) or the school bus has a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

Section 142 of the NYS Vehicle and Traffic Law: 142. School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts

J. C. : Competitive

BOCES #2, Greenburgh #5 *

J. C.: Non-Competitive *

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Job Class Code: S457