

CUSTODIAN-SCHOOL BUS DRIVER

GENERAL STATEMENT OF DUTIES: Performs routine building cleaning work, occasional minor maintenance tasks and operates a school bus on an assigned route; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks and for the operation of a large motor vehicle in the safe transportation of school children on an assigned route. Incumbents may also pick up and deliver mail and documents, run errands and perform other messenger work. Cleaning and maintenance tasks are performed according to a well-established routine. An incumbent may be responsible for cleanliness and minor maintenance in a small school building or work under supervision of a higher-ranking employee at a larger school. Supervision may be exercised over the work of cleaners or helpers.

EXAMPLES OF WORK: (Illustrative only)

- Sweeps, mops and waxes floors, washes walls, windows and blackboards, cleans erasers, dusts and performs other cleaning duties;
- Cleans and mops lavatories and locker rooms and replaces soap and towels;
- Dusts desks, woodwork, furniture and other equipment;
- Operates a school bus on a regular schedule or on special occasions;
- Picks up daily mail and communications for delivery to the school;
- Makes minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, heating system and other equipment;
- Receives, sorts and distributes mail;
- Reports any vehicle operational defect to immediate superior;
- Empties waste baskets, collects and disposes of rubbish;
- May mow lawns, trim shrubs, rake leaves, remove snow and ice from walks and driveways and perform a variety of other grounds keeping tasks as assigned;
- Runs errands and performs other general messenger work;
- May operate an oil or gas fired low-pressure steam, hot water or hot air heating system;
- May change oil, refill gasoline tanks, put on chains, replace tires and performs a variety of similar tasks;
- Receives, moves and stores incoming school supplies;
- Arranges chairs and tables and other equipment for special use of school building;
- May be required to operate a station wagon or other similar vehicle;
- Maintains orderly conduct of children on bus;
- Maintains records of mileage, routes, times and incidents.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of driving safety practices, traffic laws and regulations; good knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; ability to acquire knowledge of the operation and maintenance of school building heating equipment; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to make minor plumbing, electrical, carpentry and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and carry out simple oral and written directions; ability to get along well with children and command their respect; ability to get along well with others; willingness to perform custodial and other manual tasks; thoroughness; dependability; good moral character; physical condition suitable to the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

One year of experience in building cleaning and minor maintenance activities.

NOTE: If the position involves the operation of school buses, candidates must be eligible for the appropriate level driver's license issued by the New York State Commissioner of Education, State Education Law and Vehicle and Traffic Law.

Non-Competitive Class