

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

MOTF SERVICE WORKER / BUS DRIVER

BASIC JOB FUNCTIONS:

Under the direction of the MOTF Director in collaboration with Site Administrators performs a general and varied grounds and gardening functions including a variety of unskilled and semi-skilled grounds, maintenance and repair work. Perform routine work in the maintenance and repair of district buildings, facilities, and equipment in areas of building trades to include electrical, plumbing, carpentry, and painting. These activities are required to maintain an environment that is safe and appropriate to the maximum learning for all students in the SMCJUHSD; drive a home-to-school bus route and other pupil activities trips; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE: Not applicable

ESSENTIAL JOB FUNCTIONS

GROUNDKEEPING AND LANDSCAPE:

- Performs a variety of gardening work and grounds keeping duties.
- Cultivates, prunes, waters, and sprays trees, trims shrubs, hedges, and plants.
- Mows lawn areas with power mower and edges around walks and shrub areas.
- Weeds and cleans around shrub areas and trees.
- Prunes and trims hedges and trees, using ladder as needed.
- Uses hand tools to work soil and to remove weeds, undergrowth, and debris from school grounds and landscaped areas.
- Cleans out water drainage in yards and cleans gutters on buildings.
- Remove and dispose of leaves and debris.
- Plants flowers and trees.
- Reseeds lawns.
- Builds wooden frames around trees, lawns, and shrubs.
- Sprays weeds in parking lots and along fences.
- Applies pesticides and herbicides to grounds and garden areas for pest/weed control purposes.
- Installs, maintains, and repairs sprinklers and sprinkler systems.
- Establishes schedule of grounds keeping landscaping plans and activities with Principals and Operations Supervisor.

EQUIPMENT AND FACILITIES MAINTENANCE:

- Operates and performs minor service and repair to a variety of related hand and power tools including mowers, sweepers, edgers, blower, sprayers.
- Performs routine equipment maintenance.
- Performs a variety of simple routine work in the maintenance and repair of District buildings, facilities, and equipment.
- Receives approved work orders and determines necessary tools, materials, and equipment needed to complete assignment.
- May perform minor new construction such as sheds, fences, retaining walls, etc.
- Makes minor repairs to electrical wiring, switches, outlets, and fixtures.
- Paints buildings and performs other painting tasks assigned; scrapes, sands, fills, or in other manner prepares surfaces for painting or repainting.
- Installs and makes emergency repairs and adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats, and valves.
- Repairs and/or replaces door hinges, locks, thresholds, door closure, doorjamb, and panic hardware.
- Mixes, pours, and finishes concrete, stucco, and plaster.
- Maintains tools and equipment in safe operating condition.
- Operates a variety of hand and power tools including saws, drills, blower and pipe threader.
- Maintains work logs and records related to completed work tasks.

BUS DRIVER:

- Drives a school bus on assigned routes in accordance with time schedules
- Maintains order among students on the bus and at bus stops; follows district policies regarding students discipline and reporting student misconduct to supervisor or administrator(s)
- Drives a school bus for assigned field trips; conducts a review of safety procedures and requirements with students, staff and chaperones prior to departing on field trip
- Cleans, washes, and fuels District buses, vehicles and other equipment
- Performs other duties as assigned

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OTHER OCCASIONAL DUTIES:

- Assists in performing major cleaning of custodial functions and tasks as assigned by MOTF Director
- Assists in the distribution of school site supplies and equipment.
- Sets up furniture and equipment for special and routine school activities.
- Assists mechanics as directed
- Assists in maintaining the school bus and other motor equipment in a clean and safe operating condition, including inspecting bus prior to operation and maintaining fluid levels as needed.
- Assists with inspections and repairs minor mechanical defects in automobiles, trucks and vans.
- Performs preventative maintenance on District equipment.
- Monitors and responds to District radio communication networks.
- Performs other duties similar to the above in scope and function as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Grounds keeping and gardening methods and practices.
- Safe use and application of pesticides and herbicides for pest/weed control purposes.
- Safe use and operation of a variety of tools and equipment used in gardening, repair and grounds maintenance work.
- Methods, practices, and materials used in several areas of the building trades including electrical, plumbing, carpentry, and painting repairs
- safe use and operation of a variety of tools and equipment used in building repair/maintenance
- General safety procedures and practices; applicable codes, regulations and safety equipment.
- Basic terminology, vocabulary and skills used in student transportation.
- Methods, materials, tools and standards practices employed in the safe operation of school buses and student transportation.
- Safe driving practices; safe operation and maintenance of large and small school buses.
- Provisions of the California Vehicle Code and the California Education code applicable to the operation of vehicles in the transportation of school children
- Basic principles of a school district transportation system.
- School district geography and safe transportation routes.
- Communication systems, i.e. two-way radios and emergency communication devices.
- First aid and CPR practices
- Basic record keeping practices
- May transport children with special needs
- Basic cleaning procedures for ensuring health standards within a school bus environment; basic vehicle maintenance and cleaning procedures

Ability to:

- Read, write, understand and communicate in English at a level necessary for successful job performance.
- Use and operate safely a variety of hand and power tools, and other equipment used in grounds keepings and building/equipment maintenance work.
- Perform basic calculations using addition, subtraction, multiplication, and division.
- Effectively estimate the scope of work assignments and to secure the necessary tools and materials to complete each assignment.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Interact appropriately with students, parents and others
- Understand and carry-out oral instructions. written procedures, including multi-step written instructions
- Read, interpret and follow rules, regulations, policies and procedures.
- Work effectively without close supervision
- Keep basic work records and complete simple reports
- Communicate district policies regarding student behavior and appropriate student conduct on school buses, maintain appropriate students conduct on buses, discipline students when necessary in accordance with district policies; report unruly student behavior to supervisors, recommend further action, as required
- Establish and maintain cooperative relationships with students, parents, supervisors, co-workers and others
- Follow established bus routes and schedules; notify supervisor of any traffic delays or hazards
- Maintain on-time bus schedule; pick-up and drop-off students at designated bus stops
- Read and interpret a road map
- Administer first aid and CPR, when necessary

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PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit for long periods of time; stand, walk, push, reach, climb; speak and hear effectively. The employee may be required to lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended period of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties, lifting heavy objects.
- **Working Conditions:** Work is performed both indoors and outdoors and requires the employee to operate power equipment and motor vehicles; work on scaffolding. In performing the essential functions and responsibilities of this job, the employee will be exposed to dust, dirt; noise from equipment; high voltage, hazardous chemicals and materials and/or exhaust fumes; traffic noise and traffic hazards. May be exposed to the extremes of outdoor environment and conditions.

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent, supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above
- Requires any combination equivalent to 2 years of apprentice or journey-level experience in one or more of the building or construction trades, supplemented by training and/or course work; or 2 years of general maintenance experience
- Six (6) months experience as a school bus driver or equivalent preferred, but not required.
- Ability to speak conversational Spanish desired.

LICENSES, CERTIFICATES and CLEARANCES:

Prospective and current employees are expected to possess and maintain the following:

- Current Driver's License issued by the California Department of Motor Vehicles (DMV), and ability to obtain within six months the following:
 - a. Current Class A or B license with a Passenger Endorsement issued by the California DMV, without any mechanical restrictions
 - b. School Bus Certificate, issued by the California DMV
 - c. Current First Aid certificate issued by the Red Cross or California Highway Patrol (CHP)
 - d. Cardio-Pulmonary Resuscitation (CPR) certificate issued by the Red Cross
 - e. Department of Transportation Medical Certificate (DL-51)
- Clean driving record, both personally and professionally Department of Justice fingerprint clearance at the CHP
- Drug and Alcohol Testing clearance
- Obtain, within 12 months, and maintain a Forklift certificate
- Participate, within 6 months, in Asbestos Awareness Training
- Drug and Alcohol Testing clearance, if maintaining a School Bus Driver Certificate

CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Pre-employment physical
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SALARY RANGE: 16

WORK YEAR: 12 month