SENIOR CUSTODIAN BUS DRIVER

GENERAL STATEMENT OF DUTIES: Has charge of building cleaning operations and minor maintenance activities in a medium sized school building, or oversees work of a small number of Custodians on an assigned shift at a large school and operates a school bus; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and maintenance of a medium sized school building or an assigned shift in a larger school building, and for the safe transportation of school children on an assigned bus route. Work is performed under general supervision with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision may be exercised over the work of a small number of cleaning or custodial personnel.

EXAMPLES OF WORK: (Illustrative only)

- Supervises and participates in all building cleaning activities;
- Assigns tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out;
- May perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;
- Operates or checks the operation of oil, gas or coal fire heating systems;
- May supervise and participate in a variety of groundskeeping activities;
- Operates a school bus on a regular schedule or on special occasions;
- Maintains orderly conduct of children on bus;
- Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;
- Requisitions and maintains an inventory of supplies as required;
- Keeps simple activities records and reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
Good knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; good knowledge of the operation of a bus and of traffic safety practices and regulations; ability to acquire a knowledge of the operation and maintenance of school building heating equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks; ability to understand and carry out oral and written directions; ability to lead and supervise the work of others; willingness to perform custodial and other minor tasks; thoroughness; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Two years of experience in building cleaning and minor maintenance activities; or any equivalent combination of training and experience.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a Class II Chauffer's License issued by the New York State Department of Motor Vehicles at the time of application. Possession of the license at the time of permanent appointment.