

Department: _____
Classification: Competitive
Grade: _____

SPEC DISK H4
DOCUMENT 09

CUSTODIAN/BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine building cleaning and semi-skilled maintenance tasks and operating a school bus. This is routine manual work involving responsibility for both the efficient and economical performance of cleaning and maintenance operations for school buildings, grounds and for the safe transportation of school children on an assigned bus route. The work is performed under the general supervision of a superior in accordance with established policies and procedures but allowing some leeway for the exercise of independent judgment. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps, mops and dusts floors, stairs and desks;
Washes windows, walls, blackboards, sinks and other fixtures;
Operates a coal or oil low pressure heating system including firing and removing ashes;
Operates a school bus on a regular schedule or on special occasions;
Changes oil, refills gasoline tanks, puts on chains, replaces tires and performs a variety of similar tasks;
Maintains orderly conduct of children on the bus;
Paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs
Repairs window shades, replaces light bulbs, soap and towels;
Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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; working knowledge of the operation and maintenance of oil and gas fired low-pressure or steam boiler equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine building maintenance tasks; ability to follow oral and written directions; thoroughness; mechanical aptitude; dependability; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of building cleaning or maintenance experience and two years of experience in the operations of automotive equipment; or
- (b) Three years of building cleaning or maintenance experience, and four years of experience in the operations of automotive equipment; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Must be eligible for a Class B License with passenger endorsement issued by the New York State Department of Motor Vehicles.