

## SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

### JOB TITLE: SKILLED MAINTENANCE WORKER/SUBSTITUTE SCHOOL BUS DRIVER

**REPORTS TO:** Maintenance and Operations Supervisor

**SUPERVISES:** No supervisory responsibilities

#### **DEFINITION:**

Perform skilled activities in the maintenance and repair of SLOCOE facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting. Drive a school bus to transport alternative education or special education students safely and efficiently to assigned locations along designated routes. Ensure safety of students by maintaining a safe discipline level on the bus. Ensure safety of vehicle by performing daily safety inspections.

#### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Three years journey-level experience in the maintenance trades.
3. Must also have the ability to obtain within 6 months probationary period:
  - Valid California Class B commercial driver's license with passenger endorsement.
  - Valid School Bus Driver Certificate.
  - Valid California Medical Certification.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
5. A valid California driver's license.
6. Valid First Aid and CPR Certification issued by an authorized agency must be obtained within 130 days of employment.
7. Ability to pass random drug testing.
8. Enrollment in Employee Pull Notice through the California Department of Motor Vehicles.

Desired:

1. Successful completion of post secondary training related to construction, building maintenance or related subject matter.
2. Successful completion of an applicable recognized trade union apprentice program.
3. School Bus Driver experience.

#### **KNOWLEDGE AND ABILITY:**

1. Knowledge of methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, plumbing and painting.
2. Knowledge of proper methods of storing equipment, materials and supplies.
3. Knowledge of shop math applicable to the building trades.
4. Knowledge of applicable building codes, ordinances, fire regulations and safety precautions.
5. Knowledge of technical aspects of the building maintenance trades.
6. Knowledge of preventive maintenance principles and practices.
7. Knowledge of health and safety regulations and procedures.
8. Knowledge of proper lifting techniques.
9. Knowledge of safe and defensive driving practices.
10. Knowledge of proper operation of school buses.
11. Knowledge of applicable traffic and student transportation laws, codes and regulations.
12. Knowledge of basic first aid procedures.
13. Knowledge of health and safety regulations.
14. Knowledge of basic record-keeping techniques.

15. Ability to operate a computer.
16. Ability to organize and plan work.
17. Ability to observe health and safety regulations.
18. Ability to maintain records related to work performed.
19. Ability to interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.
20. Ability to communicate effectively both orally and in writing.
21. Ability to drive a vehicle to conduct work.
22. Ability to perform heavy physical labor.
23. Ability to drive a school bus safely and efficiently.
24. Ability to observe legal and defensive driving practices.
25. Ability to learn and apply County Office policies and procedures related to student discipline.
26. Ability to maintain a safe discipline level among passengers.
27. Ability to remain calm and assertive while dealing with students with challenging behaviors.
28. Ability to administer first aid.
29. Ability to maintain regular and reliable attendance.
30. Ability to work independently, prioritize and manage multiple task and effectively apply time management skills.
31. Ability to establish and maintain positive and effective working relationships with diverse populations.
32. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions, with minimal supervision.
33. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
34. Ability to deal with problems or issues that arise within the scope and skill set of the classification.

#### **ESSENTIAL FUNCTIONS:**

1. Perform skilled activities in the maintenance and repair of SLOCOE facilities, utilities and equipment including tasks in plumbing, carpentry, electrical work, HVAC, construction, and painting. Receive, prioritize and respond to work orders in a timely and efficient manner.
2. Operate and maintain hand and power tools and equipment used in facility maintenance such as drills, saws, presses, jackhammers, lifts, grinders and pallet jacks.
3. Organize and plan maintenance, repair, installation and construction tasks. Interpret plans, diagrams, blueprints, sketches and specifications. Estimate time, material and equipment requirements for assigned projects.
4. Assemble, move, pick-up, deliver and arrange furniture and equipment. Load and unload equipment and supplies.
5. Perform troubleshooting and repair to electrical fixtures, equipment, systems and other installations. Replace light fixtures, ballasts, switches, fuses, plugs, cabling and other electrical accessories. Trace out wiring, perform diagnostic tests on system components and replace defective wires and parts.
6. Perform skilled plumbing duties in the maintenance and repair of faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps and other fittings and fixtures.
7. Prepare surfaces for painting. Apply paint or other protective or decorative material on surfaces. Paint over graffiti as needed. Operate a brush, roller or spray gun to apply surface coverings to various surfaces. Clean brushes, tools and other equipment.
8. Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment. Make routine adjustments and perform preventive maintenance. Diagnose malfunctions and determine repair needs. Call for outside repairs if needed. Maintain and replace filters as necessary.
9. Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture. Repair, install and replace hardware, locks and security devices. Repair floors, walls, ceilings, roofs, windows, wall board, stucco and sheetrock.
10. Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components. Conduct monthly and yearly maintenance checks on equipment.
11. Perform custodial duties at designated SLOCOE school facilities, classrooms, lounges, offices, hallways

- and other sites during an assigned shift. Sweep, scrub, mop, strip, wax and polish floors. Vacuum rugs and carpets in classrooms, offices and other work areas. Spot clean and shampoo carpets. Dust and polish furniture and woodwork. Empty waste receptacles and spot mop spills.
12. Perform routine grounds maintenance duties at designated SLOCOE facilities and adjacent grounds. Care for and maintain assigned grounds including irrigation, mowing, weed control, edging, and fertilization of lawns.
  13. Perform regular safety checks of SLOCOE facilities to ensure compliance with established laws, codes and regulations. Identify and resolve safety hazards, including gas or water leaks or faulty equipment. Respond to and resolve SLOCOE alert situations, including fire and intruder alarms.
  14. Drive a vehicle to conduct work.
  15. Monitor inventory levels of maintenance supplies and equipment. Order, receive and maintain appropriate inventory levels of supplies and equipment.
  16. Drive a school bus along designated routes. Pick up and discharge alternative or special education students in accordance with established time lines. Assist students with getting on and off the bus as needed.
  17. Ensure student understanding of bus rules. Maintain order and discipline among passengers on the bus in accordance with County Office policies related to disciplining students. Report behavior issues to appropriate personnel.
  18. Observe legal and defensive driving practices. Ensure compliance with applicable traffic and student transportation laws, codes and regulations.
  19. Determine appropriate action in emergency situations according to established guidelines. Ensure student understanding of emergency procedures. Administer first aid to passengers as needed.
  20. Conduct required daily safety inspections of buses. Maintain and process daily inspection sheets. Inspect the interior, exterior and engine of buses to ensure safe operational condition. Check brakes, brake lights, doors, safety devices and other equipment. Report mechanical malfunctions or other problems as required. Maintain buses in a clean and safe operating condition. Clean windows, mirrors and bus interior and exterior. Sweep floors and dust furniture. Check and maintain appropriate levels of fuel, oil and water.
  21. Communicate with SLOCOE personnel and various outside agencies to exchange information, coordinate activities and resolve maintenance issues or concerns.
  22. Maintain records related to safety, expenses, work orders, project status and assigned activities.
  23. Operate a computer to communicate with online work order system.
  24. Perform related duties as required within the scope and skill level of the classification.

### **ENVIRONMENT:**

1. Indoor and outdoor work environment.
2. Regular exposure to dust, dirt, oil/grease and gases.
3. Driving a vehicle to conduct work.
4. Seasonal heat and cold or adverse weather conditions.

### **PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a variety of tools and equipment.
2. Hearing and speaking to exchange information.
3. Seeing to perform maintenance duties, monitor students, and operate a vehicle.
4. Sitting for extended periods of time while operating buses.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, stooping, kneeling or crouching.
7. Climbing ladders and working from heights.
8. Standing for extended periods of time.
9. Routinely lift, carry, push or pull heavy objects as assigned by the position.
10. Physical ability to lift 62 pounds from floor to waist.
11. Physical ability to lift 42 pounds from waist to shoulder.
12. Physical ability to lift 34 pounds from shoulder to overhead.

13. Physical ability to carry 62 pounds.
14. Physical ability to push 79 pounds.
15. Physical ability to pull 79 pounds.

**HAZARDS:**

1. Working around and with machinery having moving parts.
2. Working at heights.
3. Working near power saws and flying debris.
4. Exposure to fumes from paints and solvents.
5. Working around electricity and electrical components.
6. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
7. Exposure to poison oak, ticks, biting or stinging insects, snakes, plant pollen, and other plant and wildlife hazards.
8. Traffic hazards.
9. Driving a vehicle during adverse weather conditions.
10. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation: 35
Adopted: 3/28/12
Revised: 7/24/13