

# **DELANO UNION SCHOOL DISTRICT**

## **Utility Worker/Bus Driver**

### **Brief Description of Job**

Operates a school bus in a safe, appropriate manner. Cleans classrooms, school sites or other assigned areas. Performs a variety of general grounds maintenance and gardening work. May be assigned to work in district warehouse.

### **Administrative Relationship**

Works under the supervision of the Director of Maintenance, Operations and Transportation and the Operations Supervisor, or as directed by the Superintendent or designee.

### **Qualifications**

Must possess a valid California Drivers License and a School Bus Drivers Certificate. Must be able to perform physical labor and follow instructions, have the ability to learn the requirements of acceptable housekeeping, general grounds care, operate power driven equipment safely, service and make minor adjustments to equipment, work effectively without immediate supervision, and work harmoniously with co-workers. Must be able to perform minor clerical duties if assigned to the district warehouse. For continued employment in this job classification the employee must maintain a valid California Bus Drivers Certificate.

### **Experience**

Two (2) years experience in custodial/gardening work or successful completion of one year of service with the district as a Utility Worker/Bus Driver Apprentice.

### **Education**

Graduation from high school or equivalent.

### **License Requirement:**

Possession of a valid California Motor Vehicle Operator's License. Possession of a valid California School Bus Drivers Certificate.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

- 1. Drives a school bus on a regular route, field trips, as assigned;**
- 2. Cleans classrooms, restrooms and other areas;**
- 3. Performs floor maintenance;**
- 4. Operates power equipment;**
- 5. Makes minor repairs to school buildings and equipment;**
- 6. Changes light bulbs/tubes;**

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- 7. Washes windows;
- 8. Cares for lawns, shrubs, assists in repairing outside plumbing and sprinklers;
- 9. Uses insecticides, fertilizers;
- 10. Drives district vehicles.

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom     | = Less than 25% | 3. Often         | = 51-75%        |
| 2. Occasional | = 26-50%        | 4. Very Frequent | = 76% and above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 3 c. Ability to see the purpose of reading laws, codes, rules, policies, and other printed matter.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop, kneel, crawl, push and pull.
- 2 g. Ability to lift at least 40 lbs.
- 3 h. Ability to carry at least 15 lbs.
- 4 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

- 1. Other related duties as assigned.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.