

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2012
RANGE: 43.0
CLASSIFIED
CODE: 2, 4, 7, 9

CARETAKER/BUS DRIVER (KEEP)
(Kern Environmental Education Program)

DEFINITION

Under general direction, perform a wide variety of semiskilled maintenance and repair tasks to ensure vehicles, facilities, buildings, grounds, and equipment are maintained in a functional and safe manner;

maintain all grounds;

perform, on a limited basis, remodeling and construction projects utilizing a variety of general trade skills;

provide janitorial services to all camp buildings;

design and fabricate special equipment;

drive a school bus or transportation equipment when required;

do other related work as required.

EXAMPLES OF DUTIES

Perform basic carpentry, painting, electrical, locksmithing and tile installation;

create material and supply lists for remodeling and construction projects;

assist in the repairs of door and window glass;

make routine and emergency electrical installations;

install, repair and maintain doors and locks;

form, pour, and finish concrete footings and pads;

operate motorized equipment and/or a school bus;

perform semiskilled maintenance, repair, and construction work in the various maintenance trades;

perform general plumbing installation and repair to toilets, faucets, drinking fountains, and water lines;

inspect school bus machinery, buildings, and equipment for safety and security;

locate and make minor roof repairs;

perform preventative maintenance on a variety of service equipment, including oiling, greasing, packing, and cleaning;

assist in or perform a variety of tasks in the construction, installation, and maintenance of furniture, fences, playground equipment, cabinets, shelving, chalkboards, bulletin boards, and a variety of other structures;

may assist in the installation, repair, and maintenance of gas lines;

make minor electrical repairs to power equipment, fixtures, extension cords, outlets, switches, and wiring;

prepare surfaces for painting and apply finishes using brush, rollers, or spray equipment as needed;

replace and/or patch concrete damage to walks, driveways, curbs, and similar structures;

may replace and repair carpeting and floor tile;

conduct routine safety inspections;

maintain storage areas in orderly, safe, and clean condition;

maintain adequate inventory of cleaning and maintenance supplies;

prepare requisitions for maintenance and cleaning supplies;

lube and service camp vehicles;

drive a service vehicle as part of duties.

QUALIFICATIONS

Knowledge of:

Basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work;

rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of school buildings, machines, and equipment;

basic cleaning methods, procedures, and techniques;

cleaning materials, supplies, and equipment;

safe working methods and procedures.

Ability to:

Skillfully use a variety of tools and equipment used in the basic maintenance trades;

work from blueprints, shop drawings, and sketches;

maintain simple records;

perform moderately heavy manual activities;

efficiently and effectively use cleaning materials, supplies, and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

stand, reach and work with hands and arms overhead;

drive a school bus and other transportation equipment safely and efficiently;

climb ladders, balance, stoop, kneel, crouch, crawl, and lift up to 50 pounds.

Experience:

Two years of experience in one or more of the building trades or equivalent in training and experience.

Education:

Equivalent to completion of the twelfth grade, supplemented by coursework or training in one or more of the maintenance craft areas and completion of a school bus driver training program.

Conditions of Employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Possession of a valid Class B Motor Vehicle Operator's License and appropriate School Bus Driver's Certificate.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

10/12/15

G:\Caretaker Bus Driver KEEP.doc