

Custodian - Bus Driver Tompkins County

Department: Various School Districts
Classification: Competitive
Approved: 12
Revised: 03/75; 05/76; 09/93/ 04/88; 11/03; 01/13
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

One year of full-time experience in building cleaning or maintenance experience **AND** eligibility for the appropriate operator's license issued by the State of New York at the time of application. Possession of such license is required at the time of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

(a) Applicants must satisfy requirements of the Bus Drivers set forth in the rules and regulations of the New York State Commissioner of Education.

(b) Appointees will be required to possess and maintain a valid New York State Driver's License of the appropriate degree to operate a school bus throughout the life of appointment.

NOTE: The Civil Service Exams for the Custodian and Custodian-Bus Driver positions are combined exams, therefore, when the exam is posted it will be for the dual title, Custodian/Custodian-Bus Driver.

DISTINGUISHING FEATURES OF THE CLASS:

A Custodian - Bus Driver has charge of building cleaning operation and minor maintenance activities in a school building and operates a school bus. Employees in this class are responsible for the efficient and economical cleaning and maintenance of a small or medium sized school building. 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 cleaners. This job also involves responsibility for safe transportation of school children on an assigned bus route or on special occasions. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

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;
Operates or checks the operation of an oil or gas fired low pressure heating system;
May supervise an participate in a variety of grounds-keeping activities;
Checks to insure that buildings are heated, cleaned, locked and in readiness for all activities;
May perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;
Supervises and assists in the cleaning of heating systems;
May maintain emergency lighting system;
Makes recommendations concerning the purchase of supplies, materials;
Consults with superior regarding unusual maintenance problems;
Keeps simple activity records;
Strips and waxes floors;
Assists or supervises snow removal and sanding of sidewalk;
Moves furniture and equipment;
Requisitions, receives and distributes maintenance supplies;
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 school bus.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically;
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 manual tasks;

Thoroughness;

Dependability;

The employee's physical condition shall be commensurate with the demands of the position.

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