

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CUSTODIAN LEAD (District-wide)/BUS DRIVER

Classification: Range 36

BASIC FUNCTION:

Plan, coordinate and monitor custodial operations functions for the District. Oversee and participate in the custodial maintenance and special projects within the district; perform minor maintenance and repairs to equipment and facilities; train and provide work direction to assigned custodial staff. Provide work direction to staff in the custodial department in coordination with the site administrator and assist in the evaluation of district-wide custodians' performance.

Operate a school bus to transport students safely and efficiently to and from school, field trips and special events using a designated route; participate in the routine cleaning and servicing of school buses.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Train and provide work direction and guidance to assigned custodial staff; prioritize and schedule work; monitor work performed; analyze needs and implement an effective custodial program; respond to emergency situations as necessary.

Develop and conduct orientation training of new custodial personnel.

Research, evaluate and recommend custodial supplies, materials and equipment for purchase; requisition and order said supplies and materials for District use.

Maintain records and prepare reports, including custodial supply orders and equipment information data; provide input in the budget preparation.

Coordinate the development of specifications related to custodial equipment and supplies; work with Purchasing Department on annual custodial bid items.

Participate in the interview and selection of custodial personnel as requested.

Prepare or review paperwork such as requisitions, work orders, invoices, time cards, estimate requests and other necessary paperwork.

Assist in interviews, selection, supervision, and evaluation of custodial staff in accordance with established District policies.

Conduct work distribution studies and prepare verbal or written reports on findings; recommend staffing levels in cooperation with the District Office.

Develop and institute programs designed to assure a high level of cleanliness, appearance and safety.

Use a computer to access and prepare various paperwork, reports, correspondence and forms for both daily operations and special projects.

Coordinate school inspections and recommend actions for improvement with site administrators or other staff members as appropriate.

Sweep, sanitize, scrub, dust and clean offices, hallways, workshops, restrooms, classrooms, cafeterias, auditoriums, libraries, multi-purpose rooms and stairways.

Strip, mop, wax and clean/refinish floors.

Vacuum rugs; empty and wash trash containers; replenish paper and soap dispensers.

Clean walls, furniture, woodwork and equipment.

Wash windows, walls and woodwork; remove graffiti as assigned.

Clean erasers, whiteboards, chalkboards, desks, cabinets, shelves and window sills.

Sweep sidewalks and curbs; pick up trash and debris from school grounds.

Set up tables and chairs, furniture and equipment.

Check, replace and deliver supplies and equipment.

Lock and unlock buildings, gates, windows and facilities; turn off lights and alarms; raise and lower flags.

Operate floor maintenance machines, vacuum cleaners and other custodial equipment; maintain equipment in proper condition.

Monitor assigned areas to prevent vandalism and theft; report vandalism and damage to school facilities according to appropriate procedures.

Replace light bulbs and perform minor repairs to fixtures and custodial equipment as necessary.

Check for broken locks and broken glass and report need for repair to appropriate personnel.

Drive a school bus along a designated route, picking up and discharging students in accordance with established time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with District policies related to disciplining students; escort students across streets.

Conduct daily safety inspection of bus; inspect the interior, exterior, brakes, belts, engine; report mechanical malfunctions or other problems as required.

Participate in the routine cleaning and servicing of school buses; fuel; check oil and fluid levels; clean windshield and headlamps; maintain bus in clean and safe operating condition.

Adhere to established policies and procedures related to the release of special education students to teachers and parents.

Transport students, faculty and parents on field trips or to other events, meeting scheduled departure and arrival times as assigned.

Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid as needed; conduct routine emergency evacuation drills as assigned.

Prepare and maintain records and reports related to vehicle operation and condition; maintain routine records of mileage and student counts, conduct reports and others as required.

Communicate with parents and teachers and resolve issues or concerns as needed.

Attend safety meetings and programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Requirements of maintaining school buildings in a safe, clean and orderly condition.

Cleaning equipment, tools, materials and supplies used in custodial work.

Health and safety regulations.

Estimate quantity of materials needed.

Principles of training and providing work direction.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Methods, equipment and supplies used in the custodial care of buildings and related site facilities.
Work planning, organization and scheduling methods.
Industrial safety practices and building health and safety standards.
Principles of training and providing work direction.
Interview and evaluation procedures and practices.
Applicable sections of the State Education Code and other applicable laws.
Applicable regulations regarding hazardous waste collection and disposal.
Operation of computer equipment.
Safe and defensive driving practices.
Proper operation of school buses.
Provisions of the California Vehicle Code and Education Code applicable to the operation of vehicles in transporting students.
First aid procedures.
Policies and procedures related to the release of special education students to teachers and parents.

ABILITY TO:

Learn cleaning methods and proper care of equipment.
Perform heavy physical labor.
Read and understand cleaning and chemical labels.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Effectively train, supervise, and provide work direction to others.
Prioritize and schedule work.
Complete work with many interruptions.
Lift, carry, push and pull heavy objects up to 50 lbs.
Work independently with little direction.
Direct the work of others in performing custodial work.
Counsel employee and/or evaluate work of subordinate personnel.
Communicate effectively both orally and in writing.
Interpret and implement District policy
Analyze situations accurately and adopt an effective course of action.
Drive a school bus safely and efficiently.
Maintain bus in clean and proper working condition.
Conduct safety inspections and perform routine preventive maintenance.
Maintain safe discipline level among passengers.
Learn and apply District policies and procedures related to student discipline.
Observe legal and defensive driving practices.
Learn and follow designated routes, stops and time schedules.
Read and interpret maps.
Administer first aid to ill or injured children.
Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience in custodial, general maintenance work, and operating a school bus.

LICENSES AND OTHER REQUIREMENTS:

Valid S Certificate

Valid School Bus Driving Certificate.

Valid medical certificate.

CPR/First Aid certificate must be maintained throughout the validity of the license if the waiver is used.

Incumbents in this classification are subject to completing and passing a California Highway Patrol examination.

Incumbents in this class must present and maintain a satisfactory driving record which insures maintenance of liability insurance coverage.

Incumbents in this class must maintain a negative drug and alcohol test Certification and maintain a clear fingerprint record.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, and school bus work environment.

Incumbents in this class may be required to respond to emergency calls.

Driving a vehicle to conduct work.

Constant interruptions.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.

Carrying, pushing or pulling custodial equipment.

Lifting, carrying, pushing, or pulling moderately heavy furniture, equipment, or objects.

Reaching overhead, above the shoulders, and horizontally.

Reaching, pulling and pushing to open bus doors.

Standing for extended periods of time.

Walking over rough and uneven surfaces.

Sitting for extended periods of time when operating a transportation vehicle.

Lifting moderately heavy objects.

HAZARDS:

Exposure to cleaning chemicals

Fumes from paints and solvents.

Working at heights.

Traffic hazards.

Driving a vehicle during adverse weather conditions.