

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**MAINTENANCE I / SUBSTITUTE BUS DRIVER**

**Classification: Range 35**

**BASIC FUNCTION:**

Under supervision, performs a variety of semi-skilled to skilled work in one or more of the building maintenance trades in the maintenance and repair of District buildings, facilities, and equipment and does other work as required. Drives school bus as substitute driver on regular routes and/or on special trips. Must maintain a valid California Bus Driver's License for continual employment.

**REPRESENTATIVE DUTIES:**

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

Perform semi-skilled to skilled maintenance and repair of District buildings, facilities and equipment in a wide variety of the building trades including electrical, plumbing, HVAC, carpentry, concrete, locksmithing, painting and others; assist other maintenance personnel as directed.

Replace and repair water and sewer lines and other plumbing fixtures and irrigation systems; repair and maintain valves, faucets and fixtures; clean out drains and remove obstructions in water and sewer lines; repair leaks in faucets and drinking fountains; repair and replace toilet kits.

Assist with a variety of carpentry work; assist in the construction, installation and finishing of cabinets; install hardware, moldings and other wood articles; install doors and cabinets; repair, patch and maintain roofs as necessary; lay and repair floors and tile.

Perform welding and metal fabrication work; repair and maintain equipment and other articles made of metal, including playground equipment, fences, security gates, doors and others.

Perform preventive maintenance related to building, facilities, and pool. Perform preventive maintenance on heating and air conditioning equipment to assure proper operation; change air filters periodically and replace worn pulleys and belts as necessary.

Perform asphalt and concrete work in the repair or resurfacing of District grounds; remove concrete, set forms, pour and finish; patch black tops, pour cold mix and apply seal coating.

Prepare and apply paint to various surfaces utilizing sprayers, rollers or brushes; scrape; lay out lines for hard courts, athletic and play areas and parking lots; erect and move scaffolds.

Operate a variety of work vehicles, specialized equipment, and hand and power tools related to work performed or assigned; repair, maintain and assure equipment is in safe and proper working condition.

Prepare and maintain a variety of records related to work performed, supplies and materials, and others.

Repair playground equipment and maintain playground facilities.

Assist other maintenance and grounds personnel with daily work assignments as directed.

Operates a school bus in accordance with time schedules, assists in maintaining the bus so that it is in clean and safe operating condition: follows District policy regarding the disciplining of children and contact with parents and citizens.

When assigned bus driving duties, is responsible for performing all tasks and noting all working conditions related to the Bus Driver Job Description.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Requirements of maintaining buildings, equipment and facilities in good repair.

Operation and use of hand and power tools and equipment.

Basic math applicable to the building trades.

Health and safety regulations and procedures.

Proper methods, materials, tools, terminology and equipment used in the building maintenance trades.

Proper methods of storing equipment, materials and supplies.

### **ABILITY TO:**

Perform semi-skilled to skilled work in the maintenance and repair of building and facilities.

Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.

Understand and follow oral and written instructions.  
Observe legal and defensive driving practices.  
Perform heavy physical labor.  
Establish and maintain cooperative and effective working relationships with others.  
Lift, carry, push and pull heavy objects up to 50 lbs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent supplemented by training or experience in one or more of the building maintenance trades and responsible experience in the performance of various maintenance work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid California School Bus Driver Certificate.  
Medical Card.  
A Valid CPR/First Aid Certificate must be maintained throughout the validity of the license if the waiver is used.  
Incumbents in this class must maintain a negative drug and alcohol test certification and maintain a clear fingerprint record.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Subject to noise from equipment operation.  
Regular exposure to fumes, dust, dirt, oil/grease.  
Driving a vehicle to conduct work.  
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of specialized equipment and tools.  
Climbing ladders and working from heights.  
Reaching overhead and horizontally.  
Standing for extended periods of time.  
Walking over rough or uneven surfaces.  
Lifting heavy objects.  
Bending at the waist, kneeling or crouching.

