

# WILLOWS UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASS TITLE: Bus Driver/Grounds/Utility**

**Classification: Range 34**

### **BASIC FUNCTION:**

Operates a school bus daily over designed routes in accordance with established time schedules; transports staff and students on extra-curricular trips to various locations. Performs a wide variety of assignments related to the upkeep, maintenance, and development of school grounds and other work as assigned. In addition, may be responsible for other duties associated with Custodian and both facility and automotive equipment repair and maintenance.

### **REPRESENTATIVE DUTIES:**

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

Operates a school bus daily over specific routes or on special trips (See job description for Bus Driver for more specifics.)

Assist with assignments and coordinating of the motor pool and miscellaneous transportation programs such as with field trips and extracurricular activities.

Performs routine grounds work such as sweeping, fertilizing, watering and mowing lawns, irrigation sprinkler installation and repair, and caring of trees, shrubs and flowers, and general campus cleanliness.

Prune, plant, trim, and remove trees and shrubs; rake leaves and lawns; hoe weeds; spray herbicides and pesticides according to established methods and procedures.

Prepare and maintain a variety of records.

Operate assigned mowers and other motorized equipment in the maintenance of District landscaped areas; operate and maintain hand and power tools and equipment; operate trucks, trailers, tractors, and other equipment to load, unload, and transport materials and equipment; assure equipment and vehicles are in proper working order by performing oil changes, lubrication, battery maintenance, tire changes and regular service.

Prepare track and playing fields for athletic events; line and aerate fields; participate in the renovation of athletic fields.

Performs necessary repairs, maintenance, and general upkeep of all grounds tools and equipment, as well as automotive equipment used in the District's operations such as buses, trucks, cars, vans and other motor-driven equipment.

With Supervisor's approval, purchase necessary parts and supplies and maintain current inventories; complete and maintain all necessary forms pertaining to maintenance and repair of all District vehicles.

Performs specific duties as assigned that are related to construction such as carpentry, painting, plumbing, electrical work, plastering, glazing, welding and concrete work.

Perform a variety of cleaning tasks and participate in the custodial maintenance and special projects within the District as required.

Performs all other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Methods, equipment, and materials used in groundskeeping work.

Methods and general knowledge of machinery, tools and equipment employed in the trouble shooting, repair and maintenance of automotive equipment and systems.

Methods and materials used in controlling pests, insects, and weeds.

Cultivating, fertilizing, watering, and spraying of flowers, trees, and shrubs.

Safe driving practices.

Operation, maintenance, and use of hand and power tools and equipment, including heavy grounds equipment.

Basic maintenance and repair of irrigation systems.

Laws governing vehicle maintenance and inspection standards.

Health and safety regulations.

Basic record keeping techniques.

Proper lifting techniques.

### **ABILITY TO:**

Establish and maintain cooperative and effective working relationships with others and follow directions from the supervisor.

Drive a school bus in a safe and efficient manner.

Perform a variety of skilled activities related to the maintenance and mechanical repair of school buses, vehicles, and other equipment.

Meet schedules and timelines.

Analyze situations accurately and adopt an effective course of action.

Prioritize and schedule work accordingly.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Perform general grounds maintenance duties safely including mowing, edging and weeding.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Apply specialized chemicals to control and eradicate weeds, insects and other pests.

Operate a variety of tools and equipment, including heavy power equipment, used in the maintenance and repair of District equipment and facilities, along with in the upkeep of the grounds.

Use and maintain a variety of hand and power tools in groundskeeping work.

Perform minor repairs of grounds tools and equipment.

Sharpen mowing equipment using precision equipment.

Perform heavy manual labor.

Observe legal and defensive driving practices.

Understand and follow oral and written instructions.

Lift, carry, push and pull heavy objects up to 50 lbs.

Estimate material and supply needs.

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

## **EDUCATION AND EXPERIENCE:**

Attained a high school diploma or equivalent. Responsible experience in farming, gardening, or grounds work.

## **LICENSE AND OTHER REQUIREMENTS:**

Valid California Class C and School Bus Driver's License  
Valid CPR/ First Aid Certificate must be maintained throughout the validity of the license if the waiver is used.  
Valid S Certificate  
Incumbents in this class must maintain a negative drug and alcohol test Certification and maintain a clear fingerprint record.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

School bus environment.  
Driving a vehicle to conduct work.  
Indoor and outdoor work environment.  
Subject to noise from equipment operation.  
Adverse weather conditions.  
Exposure to pollen, dust, dirt, noise, fumes, oil/grease.  
Shop environment.  
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 assigned tools and equipment.  
Lifting, carrying, pushing, and pulling heavy objects.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Standing for extended periods of time.  
Walking over rough or uneven surfaces.  
Sitting for extended periods of time when operating a transportation vehicle.  
Climbing ladders.

### **HAZARDS:**

Traffic hazards.  
Driving a vehicle during adverse weather conditions.  
Working around and with machinery having moving parts.  
Working at heights.  
Subject to noise from equipment operation.