

# **COLUSA UNIFIED SCHOOL DISTRICT**

## **Job Description**

**TITLE:** Maintenance Technician / Bus Driver

**CLASS:** VIII

### **Basic Function:**

Under the direction of the Maintenance, Operations and Transportation Director, the Maintenance Technician / Bus Driver is responsible to perform a variety of skilled and semi-skilled tasks in the maintenance and repair of buildings, structures, mechanical systems and equipment, maintenance and repair of district grounds, athletic fields and play areas and performs routine custodial work at assigned sites or facilities. Operates a school bus as needed. May substitute for a Utility Worker / Bus Driver as needed.

### **Representative Duties:**

May be assigned to substitute for a utility worker (Refer to utility worker job description for specific requirements)

Performs general and specialized repairs and maintenance work on building structures, physical facilities and equipment, to include, plumbing, electrical, carpentry, painting, HVAC, concrete, lock repair, roofing and welding.

Schedules and coordinates with outside vendors/contractors as needed.

Assists with district safety committee and department safety meetings.

Performs district preventative maintenance schedule and repairs.

Coordinates the daily tasks for the MOT department when the MOT director is absent or occupied with other duties.

Performs other such related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

Proper use and care of cleaning chemicals and equipment.

Safety practices and procedures.

Approved methods used in controlling pests and plant diseases.

Technical skills necessary to perform maintenance work in all building trades. Tools, materials and equipment used in maintenance and repair of buildings and physical plant and related systems.

Preventative maintenance as applied to mechanical equipment.

Acetylene, arc and mig welding equipment and procedures.

Preventative maintenance to facilities and equipment as applied to the building trades.

Order materials as needed and maintain adequate inventories of commonly used materials.

Computer operations.

#### **Ability to:**

Use chemicals and equipment safely.

Read, write, understand and carry out oral and written instructions.

Perform heavy manual labor. Regularly lift 50 pounds and occasionally lift and/or move up to 75 pounds.

Safely use hand and power tools.

Check work order system daily and complete work orders as required by department procedures.

Qualify and obtain a California Bus Driver's certificate (within 12 months of the first available bus driver training class - refer to the Bus Driver Job Description for specific requirements).

Promote good working relationships with students, staff and others while preserving the privacy of confidential matters which may occur within the scope of assigned duties.

Uses applicable materials and equipment required to perform the various grounds maintenance tasks.

Demonstrate good problem solving skills.

Stand, walk, kneel crouch or lay for extended periods.

Interact with department staff.

To work without immediate supervision and in an independent or team setting.

Maintain strong organizational skills and prioritize district needs.

Meets with site administration routinely.

### **EDUCATION, EXPERIENCE AND CERTIFICATES:**

High School diploma or equivalent.

Three years experience in related building maintenance or building trades.

Possess a valid California Driver's license.

Possess a valid EPA certification for HVAC/R.

Possess a valid certificate or license in one of the related building trades.

Possess any other certificates or licenses required for this position.

### **Upon hire at Districts expense:**

School bus drivers training and certificates.

Any training required by the district.

Department uniforms if required.

### **WORKING CONDITIONS:**

#### **Attire:**

Shoes appropriate for this position. No open toe shoes. No hanging jewelry or jewelry that poses a safety hazard. Hair must be well groomed. Good personal hygiene. Professional attire.

No sleeveless shirts.

#### **Environment:**

The nature of the environment requires the employee frequently to work with/near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet/humid conditions and extreme heat or cold. The noise level of the work environment may be loud at times.

#### **Class: VIII**

CSEA ratification date: 3/5/2014

CUSD ratification date: 3/18/2014