

BUS DRIVER - BUILDING MAINTENANCE MECHANIC I

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for operating a bus or van on an assigned route and for performing various building maintenance activities. The building maintenance work involved is normally of the semi-skilled variety; and, although a working knowledge of one or more trades is necessary, the employee does not utilize the more skilled journey-level techniques for any considerable portion of his/her time. The work is performed under the supervision of a higher level employee. Supervision is not normally a function of this class.

TYPICAL WORK ACTIVITIES:

1. Operates a school bus or van on a regular schedule and/or special occasions;
2. Checks operating condition of bus or van before starting on trips or runs;
3. Reports any mechanical defects immediately to supervisor;
4. Maintains orderly conduct of students or passengers while on bus or van;
5. May assist elderly or disabled passengers in embarking or disembarking from vehicle;
6. Performs routine building maintenance duties;
7. Performs semi-skilled work in masonry, carpentry, painting, plumbing and masonry operations;
8. Replaces light bulbs, fixtures, ballasts, starters, wall switches, plugs, cover clips;
9. Repairs windows, doors, floors, walls, and other parts of building;
10. Does interior and exterior painting generally where quantity rather than fine quality of work performed is the principal object;
11. Checks performance of and cleans heating systems;
12. Picks up and delivers supplies and mail;
13. May perform a variety of cleaning duties;
14. May keep simple records of automotive and maintenance activities;
15. May take part in general grounds maintenance activities including snow and ice control;
16. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations; working knowledge of the practices, tools, materials, and safety procedures used in the maintenance and repair of buildings and equipment; ability to operate a bus and/or van under all driving and road conditions; ability to read plans and sketches; ability to follow oral and written directions; ability to relate sympathetically to a potentially difficult client population; mechanical aptitude; manual dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- EITHER: (A) One (1) year of paid work experience in a position involving responsibility for the performance of building maintenance construction;
- OR: (B) Two (2) years of building cleaning or security which involved minor maintenance responsibility;
- OR: (C) Any equivalent combination of training and experience sufficient to indicate ability to perform the duties of the position.

SPECIAL REQUIREMENT:

Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment.

SV1405

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