



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

### **CLASSIFIED JOB OPENING**

**POSITION:** Bus Driver-Maintenance Worker  
8 hrs. per day  
12 months

**LOCATION:** District wide

**SALARY RANGE:** #18 \$16.19 to \$19.90 per hour

**SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**APPLICATION PROCEDURE:** Interested parties should submit a letter of interest the District Office by Friday, May 4, 2018.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION:** Your appointment is not assured until you have passed this physical.

# El Tejon Unified School District

## **BUS DRIVER Job Description**

### **JOB SUMMARY**

To drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips; and to do other related work as assigned.

### **REQUIRED QUALIFICATIONS:**

#### Knowledge of:

Safe driving practices.

State laws, rules and regulations pertaining to school bus operations and pupil transportation.

First aid practices.

How to drive a school bus safely and efficiently.

#### Ability to:

Maintain order among students on a school bus.

Recognize malfunctions in equipment and take appropriate action.

Learn designated bus route, including stops and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

#### Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of increasingly responsible bus driving experience.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

#### License or Certificate:

Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus Certificate.

### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
2. Escort students across streets when necessary, stopping traffic as needed;
3. Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
4. Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
5. Maintain good order among students on the bus following district policies regarding the disciplining of children;
6. Make routine safety checks, report problems or equipment malfunctions;
7. Maintain records of all trips;
8. Install tire chains;
9. Maintain confidentiality on school-related matters; Cooperative working relations with students, staff and community;

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10. File accident reports when necessary;
11. Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils;
12. Physically assist students on and off bus when necessary.
13. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent  
2 = Occasional = 25-50 percent

3 = Often = 51-75 percent  
4 = Very frequent = 76 percent and above

- 4 a. Ability to sit for extended periods of time.
- 1 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 3 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

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# El Tejon Unified School District

## MAINTENANCE WORKER Job Description

### **JOB SUMMARY:**

Under the supervision of the Assistant Director of Maintenance and Operations and School Principal, performs maintenance and repair of buildings and equipment. In addition to general custodial duties, repairs doors, windows, roofs and buildings; makes repairs with wood and concrete; maintains equipment and tools; services and repairs cooling, heating and ventilation equipment; paints buildings and equipment; drives a light truck; unloads and inventories supplies; makes electrical repairs and adjustments; replaces and repairs electrical lighting fixtures and motor-driven appliances; performs plumbing tasks and maintains outdoor sprinkling systems; and performs other related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

#### Knowledge of:

Methods, techniques and tools used in repairing roofs and roof related problems;  
Methods, techniques and tools used in painting;  
Methods, techniques and tools used in installation and maintenance of electrical circuits, wiring and systems;  
Methods, techniques and tools used in HVAC maintenance;  
Uses and purposes of general maintenance tools and equipment;  
Safe work practices.

#### Ability to:

Perform semi-skilled maintenance, construction and repair work in the area of work assigned;  
Use and operate hand tools, mechanical equipment, and power tools and equipment;  
Read and interpret basic maps and blueprints;  
Operate a variety of vehicular and stationary mechanical equipment;  
Work independently in the absence of supervision;  
Understand and maintain cooperative working relationships with those contacted in the course of work.  
Understand and maintain the entire water system, both domestic and irrigation branches, as well as the wastewater system.  
Operate, observe and monitor equipment and operations daily, run operational checks, check water wells, lift stations, distribution and collection systems, and other remote sites. Assist with preventive and corrective maintenance on equipment throughout the entire facilities plumbing system to ensure that the system complies with limits set by Federal and local agencies.

#### Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of general building construction and maintenance work.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in general construction or maintenance work or a related field is desirable.

License or Certificate: Possession of an appropriate, valid California driver's license.

### **ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Inspect district roofs, clean gutters and downspouts to clean debris from roof tops; patch or replace worn and broken gutters, downspouts, draincaps and roof leaks and potential roof leaks throughout district; repair fan screens on roofs, repair or replace damaged or worn roof vent caps;
2. Paint interior and exterior of schools, offices and school-related facilities; use sand or water blaster to remove paint, rust and dirt and prepare surfaces for painting; paint parking strips and playground areas of all schools with paint striper;
3. Repair, replace and install indoor and outdoor lighting circuits, branch or feeder circuits and other service equipment;

**MAINTENANCE WORKER JOB DESCRIPTION**

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- 4. Perform various semi-skilled duties such as repairing, replacing or installing various electrical and mechanical equipment such as school intercoms and public address systems, fire alarm systems, athletic scorekeeping equipment, classroom clocks, cable television service wiring and other audio-visual equipment;
- 5. Replace or install time clocks for heating, ventilation, air conditioning, lighting and irrigation systems;
- 6. Interpret blueprints to locate and extend circuits and wires;
- 7. Use picks and shovels to dig trenches for underground wiring and pipelines;
- 8. Fabricate specialized equipment, enclosures and fences using tablesaws, bandsaws and grinders;
- 9. Notify supervisor of major construction, repair or maintenance-related problems;
- 10. Assist in skilled carpentry, painting, locksmithing, electrical services, electronics or HVAC maintenance, repair fences, related duties as required;
- 11. Install, repair and maintain plumbing systems including pipes, faucets, toilets and other fixtures, maintain water lines, septic systems, sewer lines and drains, sprinkling systems;
- 12. Remove and replace windows; install and replace tile; perform routine carpentry work as required;
- 13. Repair a variety of school equipment including desks, chairs, lockers and office equipment;
- 14. Maintain confidentiality on school-related matters.
- 15. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.
  - 1 = Seldom = Less than 25 percent
  - 2 = Occasional = 25-50 percent
  - 3 = Often = 51-75 percent
  - 4 = Very frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 2 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 1 j. Ability to work at heights.
- 1 k. Ability to ascend and descend ladder.
- 4 l. Ability to work in the elements (extreme temperatures).

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

- 1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

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