



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

**Rodney Wallace**  
District Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** Bus Driver/Groundsworker  
8 hours per day, 12 months

**SALARY RANGE:** #17 \$2,738.21 to \$3,365.96 per month

**LOCATION:** Frazier Mountain High School

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

**APPLICATION PROCEDURE:** Please submit an application and resume to Rodney Wallace by June 1, 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                      3 = Often = 51-75 percent  
2 = Occasional = 25-50 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:**

16

## El Tejon Unified School District

### **GROUNDWORKER Job Description**

#### **JOB SUMMARY:**

Under supervision of Principal and Assistant Director of Maintenance and Operations, to perform routine grounds maintenance and gardening work at school sites; to assist in a variety of construction projects; and to do other related work as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

Principles, procedures and methods used in caring for plants, shrubs, flowers, trees and lawns;  
Materials and equipment used in cultivating, pruning and caring for plants, shrubs, flowers, trees and lawns;  
Specialized maintenance procedures in such areas as weed control, blacktop and asphalt work and sprinkler system installation;  
Purposes and functions of a variety of equipment and tools used in maintenance including heavy equipment. Safe work practices.

##### Ability to:

Operate a variety of power driven equipment with skill and independence;  
Work independently in the absence of supervision;  
Understand and follow oral and written instructions;  
Communicate clearly and concisely, both orally and in written;  
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 grounds maintenance experience is desirable.

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

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

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

1. Prepare ground for planting; plant, replant, fertilize, water, trim and prune shrubs, trees, flowers and lawns; rake leaves from planter areas;
2. Mow and water lawns; weed lawn areas; edge sidewalk areas;
3. Power blow sidewalks, tennis and basketball courts and other walkway areas after mowing lawn;
4. Mix and apply herbicides, pesticides and sprays over planted areas in accordance with state law;
5. Operate chain saw, cut fallen trees and limbs;
6. Clean and maintain grounds, pick up trash on school campus; pick up broken glass and debris around campus;
7. Line athletic fields and track; reseed, fertilize and restore playing fields after sports events and activities;
8. Maintain all tools and equipment; clean, grease and adjust equipment as needed;
9. Repair minor sprinkler problems such as replacing sprinkler heads and repairing broken water lines;
10. Operate sweeper to clean parking lots and blacktop areas; repair blacktop areas as needed; refill holes and cavities;
11. Mix, apply and cut cement as needed;
12. Operate cherry picker as needed to install goal posts and prune trees;
13. Operate heavy machinery pertaining to special projects as required;
14. Inspect and repair playground apparatus;
15. Maintain confidentiality on school-related matters.

**GROUNDWORKER JOB DESCRIPTION**  
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16. 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                      3 = Often = 51-75 percent  
2 = Occasional = 25-50 percent                      4 = Very frequent = 76 percent and above

- 4 a. Ability to stand for extended periods of time.
- 4 b. Ability to see for the purpose of reading laws and codes, rules and policies and other printed
- 3 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 e. Ability to bend and twist, stoop, kneel, crawl, push, pull.
- 2 f. Ability to lift 50 lbs.
- 2 g. Ability to carry 50 lbs.
- 4 h. Ability to reach in all directions.
- 2 i. Ability to work at heights.
- 4 j. Ability to use all gardening tools such as shovels, picks hoes, weedwacker, blower.

**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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