

Maxwell Unified School District  
515 Oak Street  
Maxwell, Ca. 95955  
530-438-2291  
FAX 530-438-2693

**JOB DESCRIPTION-**  
**MAINTENANCE WORKER / GROUNDSKEEPER / BUS DRIVER**

**Definition:**

Under general supervision of the M.T.O. this employee is to perform a variety of skilled and semi-skilled tasks independently in the maintenance and repair of structures, related to physical facilities, mechanical systems and equipment including school busses and other vehicles. He/She may also be required to provide transportation to bussed students.

**DUTIES:**

- Performs emergency and general repairs on facilities, equipment as requested.
- Performs general maintenance of plumbing, hoses and other related fixtures.
- Installs shelving, bulletin boards, chalk or white boards.
- Repairs and makes improvements on electrical systems as needed.
- Installs and maintains irrigation/sprinkler systems on school property.
- Installs and repairs fencing as necessary on school sites.
- Paint and repair all school facilities.
- Responsible for cultivating, watering, trimming, and mowing lawns, shrubs, hedges, and trees.
- Responsible for planting, transplanting, fertilizing and propagation of ornamental plants and shrubs.
- Responsible for operating and repairing equipment such as mowers, trimmers, weed eaters and tillers.
- Uses hand tools to work the soil, remove weeds, undergrowth and debris from school grounds and landscaping areas.
- Assist with sweeping walks, driveways and hallways.
- Prepares athletic fields and gym for events.
- Cleans exterior of buildings and facades.
- May help move and repair furniture and equipment.
- May supervise student helpers.
- Diagnose troubles and repairs all school district vehicles and machinery. This could include the overhaul of engines, transmissions, differentials, brakes and other operating systems on those vehicles or machinery.
- May perform systematic servicing of school busses and other vehicles.
- Provides transportation of students as needed.
- May perform systematic servicing of mechanical systems.

- May operate woodworking machinery and is able to build and repair cabinets and furniture.
- May operate welding equipment, grinders, drill presses and other metal working equipment to be able to repair school vehicles and machinery.
- Prepares time and material estimates of costs; maintains reports of time and materials used; and supervises and instructs assigned helpers.
- May perform general custodial duties either seasonally, due to absence or incidental to groundskeeping activities.
- Perform other duties as required by M.T.O. or Superintendent.

### **REQUIRED QUALIFICATIONS:**

- Must be a high school graduate or equivalent.
- Knowledge of safe driving practices, school bus driving rules and regulations; basic preventive maintenance requirements of automotive equipment and mechanical systems; common methods, materials, and equipment used in the carpentry, painting, plumbing, electrical, and mechanical trades.
- Ability to drive a bus and other automotive equipment safely and efficiently. Diagnose motor troubles and repair and adjust motors and equipment; demonstrate skill in the use of tools needed in automotive repair and maintenance. Be able to use and care for power and hand tools related to the building and mechanical trades. Must be able to follow both oral and written directions. Estimate cost of repairs; order materials as needed; keep records and make reports.
- Must work cooperatively with administrators, school personnel and other maintenance employees.
- Experience: Must have two years of experience in general construction and building maintenance work. Six months experience as a bus driver or one year's experience as a truck driver or three years experience at the journeyman level of auto repair of which one year shall have included the repair of heavy equipment such as trucks and busses.
- Licenses: Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession of a valid California School Bus Driver's Certificate indicating an ability to drive our type of school bus equipment.

### **LOSS OF LICENSES:**

The loss of any licenses and/or certificates of qualification will be considered grounds for dismissal from your position. These licenses or certificates could include, but are not limited to; bus drivers' license, HVAC, or other building related licenses.

### **PHYSICAL DEMANDS:**

The work performed is both indoors and outdoors. Adverse conditions which may be encountered are, (but not limited to); fumes, gasses, heat, dampness, dust, odor, crowds, noise, vibration, confined spaces, electrical hazards, stormy weather such as rain or snow.

Adverse traffic conditions and heights up to 50 feet may be encountered. Frequent lifting of materials up to 50 pounds is required.

Board Approved: 11/00

*(Changed title from Maintenance Worker to Maintenance Worker/Groundskeeper/Bus Driver)*