

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: BUILDING MAINTENANCE MECHANIC/
SCHOOL BUS DRIVER

TITLE #: 1109

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient performance of varied maintenance and repair tasks in connection with the maintenance and repair of buildings and equipment. Additionally, the work involves responsibility for driving a school bus on an assigned route and may require the performance of minor maintenance tasks in connection with such operation. Work is performed under the general supervision of the Business Assistant. Does related work as a required.

TYPICAL WORK ACTIVITIES:

Makes carpentry, plumbing, steam fitting and mechanical repairs;

Services electric motors and related electrical equipment;

Repairs various types of floors;

Paints interior and exterior surfaces;

Repairs roofs;

May assist electrician in installing, replacing and/or repairing electrical wiring;

May operate and perform maintenance on high pressure and other heating systems;

May mow lawns using power lawn mowers;

May supervise and participate in a variety of groundskeeping activities including seeding, grading, pruning, trimming and spraying;

Operates a school bus on a regular schedule or on special occasions;

Checks the operating condition of the bus before starting on a trip;

Reports any operational defects to immediate supervisor;

Informs children about safety regulations and practices;

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- Maintains orderly conduct of children on bus;
- Keeps interior and exterior of bus clean and neat;
- Maintains records of mileage, routes, times and incidents;
- Prepares and maintains maps of routes and pick-up points.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, tools and materials used in the maintenance and repair of buildings and equipment; working knowledge of the operation of simple mechanical equipment; mechanical aptitude; ability to follow oral and written directions; ability to plan and supervise the work of others; good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving or road conditions; ability to make minor repairs to the vehicle; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of experience in general building maintenance or building trades and must possess and maintain a valid driver's license at the appropriate level, as determined by review and approval of appointing authority.

SPECIAL REQUIREMENTS: Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

JURISDICTIONAL CLASSIFICATION: Non-competitive when assigned to School Districts and BOCES

REVISED: 4/28/11 dr