

GROUNDSMAN/BUS DRIVER**SUBSTITUTE GROUNDSMAN**Job Summary

Under the supervision, perform routine gardening and varied grounds maintenance work on school grounds and athletic fields; perform routine sprinkler system repairs, follow a prescribed and recurring list of tasks and to perform other duties as assigned. Operate a school bus over designated routes, following specified time schedules, practicing non-aggressive defensive driving techniques in accordance with standards.

Qualifications:Required:

- Completion of the twelfth grade or GED
- One year experience in grounds keeping or gardening work
- Possess a valid California driver license and maintain insurability
- Possess a valid California Bus Driver License (Class B) with P Endorsement (Passenger Endorsement)

Desired:

- Knowledge of accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety in an outdoor environment

Knowledge and Ability:

1. Knowledge of proper use of methods of planting, propagating and caring form hedges, trees, shrubs, lawns and flowers
2. Knowledge of provisions of the Motor Vehicle Code and the Education Code application to the operation of vehicles in transporting school children
3. Ability to operate a school bus exercising good judgment and extreme caution
4. Knowledge of tools and equipment and their use and care
5. Knowledge of common plant diseases and insect pests and the approved methods and materials used in controlling them
6. Ability to perform general gardening and grounds maintenance work
7. Ability to use hand and power tools
8. Ability to understand and carry out oral and written directions
9. Ability to establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work
10. Ability and knowledge of school bus operations
11. Ability to learn and master new methods and techniques for use in grounds work
12. Ability to keep records and communicate effectively in both oral and written forms
13. Ability to observe and immediately report safety hazards and needs for maintenance and repair
14. Ability to be flexible and receptive to change
15. Ability to follow a set schedule and perform simple, repetitive tasks with minimal supervision
16. Ability and skill to properly maintain and repair garden tools and equipment
17. Ability to maintain school grounds in a safe, clean and orderly condition
18. Knowledge of two-way radio, knowledge of radio codes and proper usage
19. Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health

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Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Perform general grounds maintenance work
2. Plant, cultivate, water, spray and propagate plants, shrubs, hedges, trees, flowers and lawns using power mowers and edgers
3. Prepare and treat soil for planting; spade and fertilize flower beds and set out plants
4. Aid in keeping assigned areas free from pests and plant diseases
5. Hoe weeds and perform general grounds maintenance work
6. Keep fence areas clean up to the street
7. Spray trees and shrubs
8. Operate irrigation systems
9. Perform pre-trip inspections, properly reporting all mechanical defects, malfunctions or safety concerns
10. Maintain good order among students on the buses
11. Assists in maintaining buses in safe operating condition
12. Transport students and staff on field trips, as assigned
13. Administer first aid or emergency assistance, as needed and properly report all emergency incidences
14. Submit to random drug testing
15. Fill holes on the school grounds that may be hazardous
16. Keep hose, supplies, tools and equipment in proper condition and repair
17. May supervise part-time or substitute employees in these duties
18. May be required to operate a truck, tractor or other equipment
19. May train other personnel in performing the stated functions
20. May be required to pick up trash and other debris off school campuses
21. Operate mowers, mechanical sweeper equipment and other grounds equipment
22. Install, maintain and make minor irrigation repairs such as replacing sprinkler heads

Summary of Physical Demands Ratings and Working Conditions:

Working Conditions:

Groundsman: Outdoor working environment subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all direction, long periods of standing/walking.

See attached Physical Requirements for Groundsman/Bus Driver

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.