

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Custodian-Day / Bus Driver

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 12 Months

JOB GOAL: Under general direction, performs custodial functions required to maintain assigned site buildings in a clean, sanitary, and safe condition; arrange and maintain the physical environment required for activities held at the site. Provide safe and efficient transportation for District students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSSO.

1. Provide site support in the basic maintenance and construction trades, such as carpentry, painting, electrical, plumbing, cabinets, furniture, doors, and hardware repairs; windows and glazing repairs, floor and ceiling tile, light bulbs, diffusers, and ballast replacements.
2. Install and repair classroom furniture, equipment and make similar repairs.
3. Make weekly inspections and written report of facility and grounds, note needed repairs, and establish a schedule for conducting necessary repairs.
4. Develop and maintain a preventative maintenance system with schedules for all HVAC systems, electrical, plumbing, and all other mechanical equipment.
5. Performs light landscaping duties, such as weeding, mowing, and assistance with maintenance of playgrounds and athletic fields.
6. Orders maintenance and custodial supplies.
7. Keep facility, grounds, and all premises including sidewalks, driveways and play areas neat and clean at all times.
8. Inspects site for safety issues on a weekly basis and submits report to supervisors.
9. Inspects site weekly on contract cleaning services and submits report to supervisors.
10. Assumes same duties as night custodian (see night assignment custodian job description) as time allows.
11. May be required to move, assemble or disassemble furniture, equipment, or other items, or to assist maintenance or other departments in an emergency or as the need arises.
12. Obeys all traffic laws.
13. Observes all mandatory safety regulations for school buses.
14. Maintains student discipline on the bus.
15. Keeps assigned bus cleaned. This shall include all vision mirrors, windows and the inside of the bus.
16. Adheres to route, stops and schedule as determined by the immediate supervisor.
17. Reports all accidents and completes the required reports.
18. Notifies the proper authority in case of mechanical failure or safety problems.
19. Exercises responsible leadership when on out-of-District school trips.
20. Transports only authorized students and District Employees.
21. Performs the daily pre-trip safety inspection of the bus.
22. Enforces District bus safety rules.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of methods, material and equipment used in the custodial trade.
2. Knowledge of requirements for maintaining a school facility in a safe, clean, and orderly condition.
3. Knowledge of maintenance, custodial safety and health procedures.
4. Ability to demonstrate good judgment and common sense.
5. Ability to make accurate mathematical calculations.
6. Ability to use time and material in an effective, responsible manner.
7. Ability to communicate orally and understand, while carrying out written and/or oral directions.

8. Ability to perform moderate to heavy physical labor including lifting or moving loads up to 50 lbs. or more.
9. Ability to pass required medical examinations.
10. Ability to learn relevant regulations and rules.
11. Ability to work cooperatively with students, staff, parents, and the general public.
12. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
13. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
14. Recognizes and reports hazards, and conforms to safety standards as prescribed.
15. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
16. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Current physical examination as required by CDL
3. Completion of District/State training course

Licenses and Certifications:

1. Valid Nevada Commercial Driver License with Passenger & School Bus endorsements.

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSO Motor Carrier Part 382 Alcohol and Controlled Substance Testing Program

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force to 50-150 lbs., occasionally; 30-50 lbs., frequently; or up to 25 lbs., constantly. Grasping/Gripping. Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. Grasp/Grip: must have sufficient grasp to maintain control of steering a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping.) Pushing/Pulling: up to 150-175 lbs., transitioning of student(s) in wheelchairs on/off the bus. Lifting: up to 150 lbs., occasionally; 50– 60 lbs., frequently; or up to 10 – 25 lbs., constantly. Carrying: up to 20–25 lbs., up to 30 minutes a day.

Physical Demands: Medium/Heavy - Exert force to 50-150 lbs., occasionally; 30-50 lbs., frequently; or up to 25 lbs., constantly. Grasping/Gripping. Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. Grasp/Grip: must have sufficient grasp to maintain control of steering a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping.) Pushing/Pulling: up to 150-175 lbs., transitioning of student(s) in wheelchairs on/off the bus. Lifting: up to 150 lbs., occasionally; 50– 60 lbs., frequently; or up to 10 – 25 lbs., constantly. Carrying: up to 20–25 lbs., up to 30 minutes a day.

Environmental Conditions: Climate-controlled office setting and exposure to outdoor weather temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment) and power/hand-operated equipment and machinery (as related to specific assignment).

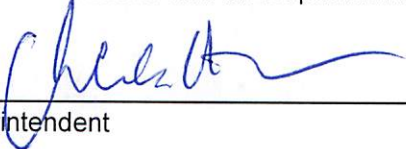
Working Conditions: District-issued buses, electronic inspection device, first aid kit, body fluid kit, fire extinguisher, emergency triangles, tire iron, car seats, safety vests, wheelchairs, wheelchair lift, oxygen tanks, backpacks, securement straps, seatbelt, and/or two-way radios, etc.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

1/12/20
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____