

BUILDING MAINTENANCE MECHANIC-BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of a variety of skilled building maintenance and repair tasks. The work is performed under general supervision with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinate maintenance and cleaning personnel. This job also involves responsibility for safe transportation of school children on an assigned bus route. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) May act as a supervisor of a shift, building or unit; Inspects the building daily to insure that boilers, cooling systems, air circulators, heating, thermostats, and elevators are operating properly; Performs skilled electrical work such as repairing or replacing electrical lines, circuit breakers, outlets and alarm systems; Performs preventive maintenance tasks such as replacing signal lights, belts, and vacuum tubes on boilers, coolers, circulators, and alarms; Performs skilled plumbing work such as repairing or replacing fixtures, packings, seats, vacuum breakers, valves, pumps, and thermocouple on sinks, toilets, water heaters or water pumps; Orders and maintains an inventory of parts and supplies needed for building maintenance and repair; May, as required, perform routine building maintenance or grounds keeping work; Drives a school bus on a regular schedule on an assigned route or on special occasions; Checks the operating condition of the bus before starting and reports any mechanical defects to a supervisor; Maintains orderly conduct of children on school bus.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the methods, materials, tools and terminology used in the maintenance and repair of buildings and related mechanical equipment such as heaters, circulators, coolers, and pumps; Good knowledge of vehicle and traffic law, regulations of the Commissioner of Motor Vehicles and regulations of the Commissioner of Education pertaining to student transporting; Good knowledge of safe driving practices and defensive driving; Working knowledge of the geography of the employing school district; Working knowledge of the methods, materials, tools, and terminology used in performing semi-skilled electrical and plumbing work; Skill in the performance of building maintenance and repair work; Ability to follow oral and written instructions; Ability to plan and supervise the work of others; Ability to prepare and maintain simple written records; Ability to communicate effectively with others; Dexterity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

A. (1) Four years of experience in building maintenance or (2) in one or more of the mechanical or construction trades; OR

B. (1) Graduation from a regionally accredited or New York State registered college or technical institute with an Associate's Degree in construction technology or related field and (2) two years of experience as described in (A) above; OR

C. An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Possession, at time of appointment, of CDL license with a "P" (Passenger) endorsement, issued by New York State Department of Motor Vehicles.

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Revised 2/17/94

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