

JOB DESCRIPTION
Nebo School District

General Transportation Assistant/Custodian

Purpose Statement

The job of General Transportation Assistant/Custodian is done for the purpose/s of performing maintenance on school bus GPS equipment, and other vehicles as needed; maintaining an attractive, sanitary and safe facility for staff and the public; providing equipment and furniture for meetings, and events; minimizing property damage, loss and liability exposure; and ensuring that assignments are completed in a safe, proper and timely manner.

This job is distinguished from similar jobs by the following characteristics: This position requires skills and knowledge to maintain GPS and video equipment in addition to typical custodial responsibilities.

This job reports to the Transportation Supervisor

Essential Functions

- Arranges furnishings and equipment (e.g. meetings, luncheon, removing furniture, etc.) for the purpose of providing adequate preparations for meetings, training activities and special events.
- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving and conveying information on new and/or improved procedures.
- Cleans assigned transportation facilities and/or grounds (e.g. restrooms, conference rooms, drivers lounge, and grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Collaborates with building administrative personnel and/or District Custodial Foreman for the purpose of coordinating the planning, prioritizing and scheduling custodial activities to ensure that building objectives are achieved.
- Delivers a variety of items (e.g. supplies, materials, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Informs site personnel and/or supervisor with pertinent information (e.g. providing information regarding activities, safety issues, proper facility maintenance, etc.) for the purpose of maintaining site in safe and secure conditions.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains property/grounds (e.g. mowing, trimming, picking up litter, etc.) for the purpose of ensuring safe and attractive grounds for staff and the public.
- Maintains supplies and equipment (e.g. paper products, toner, envelopes, office supplies, etc.) for the purpose of ensuring the availability of supplies and operational equipment to meet the educational needs of the school.
- Orders equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Participates in meetings as assigned (e.g. staff, training, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of a substitute school bus driver and/or school bus attendant as needed for the purpose of meeting the district's transportation service needs.

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs preventative maintenance and/or repairs/replacements (e.g. light bulbs, unclogs drains, etc.) for the purpose of ensuring availability and safety of facility.
- Performs maintenance on school bus' GPS and Video equipment, and other vehicles as needed for the purpose of ensuring proper functioning and usability of tracking systems.
- Prepares facility for daily operations as may be required (e.g. opening gates, raising flags, sweep/shovel/remove snow and sand walks, building access doors, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Prepares a variety of reports (e.g. requisitions, safety inspections, work orders, inventory records, etc.) for the purpose of providing information required to maintain the facility.
- Removes snow for the purpose of ensuring parking lots and sidewalks are safe for vehicles and people.
- Repairs furniture and/or equipment as maybe required (e.g. preventive maintenance, heating filters, lights, switches, unclogging drains, sinks, toilets, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning facility.
- Secures facilities and grounds (e.g. lock doors and gates, turn off lights, take down flags, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; handling hazardous materials; operating equipment in custodial work and mechanical work; planning and managing projects; diagnose and repair equipment and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

None Specified

Certificates

Class "B" CDL with school bus and passenger endorsements.

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range