



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Building Maintenance Mechanic/School Bus Driver**
Jurisdictional Class: Non-Competitive
Civil Division: All Schools
Adoption: CSM 6/17/15
Revised: CSM 3/9/16

DISTINGUISHING FEATURES OF THE CLASS:

This class involves a variety of building maintenance, ground maintenance and repair tasks of a skilled nature. It also involves driving a school bus and assisting with minor school bus maintenance tasks. The incumbent is required to work along various building mechanical lines as the occasion demands. The duties are performed with some latitude for independent planning of the work details. In cases where supervisory responsibilities are involved, the Building Maintenance Mechanic/School Bus Driver acts as foreman over a number of maintenance/custodial workers who perform maintenance and repair jobs of a semi-skilled nature. As the operator of a school bus, the incumbent is responsible for the safety and conduct of the children who are passengers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts general maintenance work in the areas of carpentry, masonry, plumbing, HVAC, and painting;
Repairs plumbing, heating, furniture, doors, windows, roofs, walls, ceiling, etc;
Assists with cleaning operations;
Performs grounds maintenance duties to include plowing, shoveling, snow blowing, salting, and calling in extra staff when needed;
Ensures that lawns, grounds, and shrubs are maintained;
May make minor repairs to lawn and snow equipment;
Operates a school bus on a regular or substitute basis;
Assesses the bus for safety purposes for pre-trip checks;
Assists Automotive Mechanic with minor maintenance tasks such as changing tires, oil changes, and making sure the inside and outside of school buses are well maintained;
May make mail deliveries and deliver bank deposits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, processes, materials and tools
Good knowledge of modern buildings and grounds maintenance and repair practices;
Familiarity with the operation and maintenance of heating and cooling systems;
Good knowledge of driving safety practices and traffic laws and regulations;
Ability to operate a bus under difficult driving and road conditions;
Ability to make minor vehicular repairs;
Ability to plan and supervise the work of others;
Ability to understand oral and written directions;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

(Continued)

Ability to lift heavy objects;
Ability to get along well with children and command with respect;
Mechanical aptitude;
Dependability;
Thoroughness;
Mental alertness and good physical condition.

MINIMUM QUALIFICATIONS:

- (A) 1 year of experience as a journeyman in one of the recognized skilled trades; OR
- (B) 4 years of experience in either general building construction or maintenance work in one or more of the standard trades such as carpentry, plumbing or electrical; OR
- (C) An equivalent combination of training and experience.

SPECIAL REQUIREMENT(S):

Candidates must be at least 21 years of age and possess the appropriate level New York State driver's license. In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.