

POSITION DESCRIPTION

Whiteriver Unified School District

TITLE: *Maintenance Technician/Bus Driver*

CONTRACT TERMS: *Twelve Months*

SALARY CLASSIFICATION: *Classified Support Schedule*

GENERAL STATEMENT OF RESPONSIBILITIES:

To provide skilled and semi-skilled support services to ensure the safe and efficient operation of maintenance of district facilities.

MAINTENANCE PRINCIPLE DUTIES:

- Performs basic maintenance and repairs such as electrical, plumbing, carpentry, painting, drywall, and related areas;
- Exercises care and maintenance of tools and equipment used on job;
- Completes assignments and cleans up the area after completion of job;
- Maintains a shop area that is organized, clean and functional ;
- Perform landscaping and grounds keeping work as needed;
- Repair malfunctioning equipment units and broken structures;
- Install machinery systems;
- Perform electrical systems maintenance;
- Assists with installation and maintenance of ventilation and refrigeration units;
- Maintain plumbing systems;
- Daily quality check of equipment to ensure working order;
- Read blueprints and survey structures on grounds;
- Create inspection and repair schedules;
- Advise supervisor of need of specialists on larger maintenance related projects;
- Assists in implementation of district-wide preventive maintenance program for mechanical, HVAC, electrical and related systems;
- Installation and repairs of floors, tile, carpeting, and related items;
- Maintains and repair of all types of roofing;
- Performs various types of brick and block masonry work ;
- Installation and repair of electrical systems;
- Installation and repair of appliances;
- Performs basic repairs on HVAC equipment, water heaters and boilers;
- Monitors and complies with all applicable codes and regulations;
- Responsive to emergencies that may require extended hours;
- Assignment to weekly extra duty (weekends/ holidays/on-call) rotation, duties include:
 - Inspection of district buildings
 - Temperature checks on district equipment
- Performs other related tasks as assigned.

BUS DRIVER PRINCIPAL DUTIES:

- Obeys all traffic laws, observe all mandatory safety regulation for school buses;

- Enforces all bus regulations for school buses;
- Inspects bus before each operation for mechanical defects;
- Notifies supervisor immediately in case of mechanical failure or tardiness;
- Transports and discharges authorized students and only at authorized bus stops;
- Reports all accidents and completes required reports;
- Participates in student safety training;
- Reports discipline issues and unruly behavior to appropriate staff;
- Assures all students follow safety rules when boarding and disembarking bus;
- Collects students personal items left in the bus; returns to appropriate staff member(s);
- Drives only on assigned bus routes ensuring timely pickup and discharge of students;
- Prepares reports as required;
- Keeps assigned bus clean;
- Performs other related asks as assigned.

QUALIFIFCATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or equivalent;

Must hold a certificate or diploma in a related field;

Completion of an apprenticeship under a professional maintenance technician a plus;

Experience with technology maintenance required; groundskeeping experience prefered;

Thorough working knowledge of facility equipment units, their usage, and safety procedures;

Valid Arizona IVP Level One Fingerprint Card;

Obtain Arizona Commercial Driver's License w/school bus driver endorsement within 60 calendar days from hire;

- Obtain CPR/First Aid certification;
- Must pass medical physical examinantion;
- Must pass physical performance test;
- Must pass drug test;

Prior driving experience desirable;

Strong critical thinking and creative skills;

Detail oriented and organizational;

Ability to manage time and responsibilities independently;

Must have a flexible schedule;

Demonstrated knowledge of safety guidelines, mechanics, equipment and repair;

Two year's experience in similar position.

PHYSICAL REQUIRMENTS:

Able to lift up to 100 lbs; no history of back problems;

Able to climb ladders and/or large equipment;

Able to work in all adverse weather conditions

COMMITMENT & DEPENDABILITY:

Flexible schedule include, but not limited to nights, weekends, and on-call duties;

Willingness to be an integral member or a successful team;

Dedication to provide the highest level of service;

Adherence to policies and procedures.

PERFORMANCE EXPECTATIONS

TIME MANAGEMENT: Must plan two to twelve weeks in advance.

STRESS MANAGEMENT: Low stress with time deadlines

PUBLIC CONTACT:Interact primarily with other employees

RESPONSIBILITY: Must use own initiative and judgment in performing job duties and is responsible for equipment and tools.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: Supervisor of Maintenance/Transportation

SUPERVISION GIVEN: None