



## JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT  
426 North Blackstone, Tulare, CA 93274



### Groundskeeper/Bus Driver

Revised 7/11

#### DEFINITION

1. Under the supervision of the Maintenance and Operations Supervisor, perform routine and semi-skilled grounds maintenance and gardening work and other related duties as required.
2. Under the supervision of the Director of Transportation, operate a school bus, as needed, over assigned routes and on assigned trips to transport students safely and efficiently. Perform regular safety inspections; prepare a variety of records and reports related to assigned activity; and other related work as required.

#### EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

##### Groundskeeper

- Performs general grounds maintenance work including watering and mowing lawns. E
- Blows, sweeps sidewalks, parking lots, tennis court areas, and other assigned areas. E
- Maintains athletic field and prepares them for events. E
- Operates and maintains mowers, sweepers, and other equipment used in the care of grounds. E
- May drive a school vehicle for other tasks as needed and as assigned. E
- Inspect tractor and mower for safe and proper operation.
- Repair and maintain equipment as needed. E
- Travel to other sites to maintain grounds. E
- Monitor campus for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate. E
- Maintain routine records of work orders, equipment repair and maintenance and chemical applications. E
- Perform maintenance work such as touch up painting. E
- Repair sprinkler and irrigation pipes. E
- Respond to emergency call outside of normal work hours. E
- Performs other duties as assigned.

##### Bus Driver

- Drives a bus as needed over designated routes picking up and discharging students in accordance with specified times schedules. E
- Transport students and staff on special trips to various locations within the state. E
- Maintains order among students while on the bus and while at bus stops. E
- Follows specified start up and shut down procedures before and after each trip. E
- Maintains bus cleanliness in accordance with district guidelines. E
- Prepare log and reports as directed. E
- Conduct required daily safety inspections of buses, inspecting interior, exterior and engine of the vehicles. E
- Report major mechanical malfunctions or other problems as required. E
- Maintain mileage, logs, time records, and related records as required. E
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Attend safety meetings and driver education and safety programs as directed. E
- Maintain effective communication between co-workers, supervisor, and dispatcher. E
- Maintain required in-service hours needed and required by law to maintain current school bus drivers license. E
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education**

High School Diploma or equivalent

### **Experience**

Two years experience in the care of school grounds desired

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid School Bus Driver's License or willingness and ability to complete it within twelve months

Valid California Driver's License

Basic First Aid Certification

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of**

#### Groundskeeper

- Methods, materials and equipment used in the care of school grounds.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Safe work procedures in the operation of hand and power tools and equipment.
- Cultivating, fertilizing, watering and spraying of flowers, trees, shrubs, grass, etc.
- Herbicides and other chemicals used in grounds maintenance (training provided as necessary)
- Read and understand Material Safety Data Sheets (MSDS).
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Methods and materials used in controlling pests, insects, and weeds.
- Oral and written communication skills.

#### Bus Driver

- Safe and defensive driving practices and methods.
- Proper operations of school bus.
- Applicable traffic and student transportation laws, codes, and regulations (Calif. Motor Vehicle Code and Education Code).
- State and local traffic laws and regulations.
- School district geography.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

### **Ability to**

#### Groundskeeper

1. Perform specialized grounds keeping in the care and maintenance of District and site grounds.
2. Utilize independent judgment in performing grounds maintenance and activities.
3. Mow, edge, water, weed, fertilize, cultivate lawns, flowerbeds, athletic fields, and other landscaped areas.
4. Mix and apply chemicals to control and eradicate weeds, insects, and other pests.
5. Perform heavy physical labor.
6. Operate a variety of power and hand tools and light motorized equipment including tractors, power mowers, edgers, and weed eaters.

7. Maintain routine records such as work orders, equipment repair and maintenance, chemical application, irrigation schedules, and overtime assignments.
8. Work cooperatively with others.
9. Operate a variety of district vehicles and equipment.
10. Meet schedules and timelines.

### Bus Driver

1. Drive a school bus safely and efficiently.
2. Learn and apply District policies and procedures related to student discipline.
3. Maintain a safe discipline level among passengers.
4. Observe legal and defensive driving practices.
5. Maintain bus in clean and proper working condition.
6. Conduct safety inspections.
7. Administer first aid.
8. Maintain routine records.
9. Understand and carry out oral and written directions.
10. Communicate effectively and professionally with others.
11. Meet schedules and timelines.
12. Operate a two-way radio and other communication equipment.
13. Handle situations with tact and diplomacy.
14. Adjust to situations as necessary.
15. Read and navigate from visual road and written maps.
16. Observe and report safety hazards and need for maintenance and repairs.
17. Work cooperatively with others.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Inside/outside environment subject to changing temperatures exceeding 90 degrees at times.
- May be exposed to heights, loud noises, fumes, dust, dirt, oil/grease, pollen and other odors.
- Work in direct contact with the public, students, and other District staff.
- May require use of restraint procedures due to the nature and severity of student disabilities.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- May work with moving vehicles and motorized wheelchair lifts and equipment.
- Ready to drive a bus when called upon.
- Working with or around machinery with moving parts.

### **Physical Demands**

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Occasional stooping, kneeling.
- Repeated bending.
- Dexterity of hands and fingers to operate mobile motorized and grounds equipment and tools.
- Repetitive use of wrists and/or hands.
- Ability to maintain balance.
- Reaching overhead, horizontally and above the shoulders.
- Use both hands and legs simultaneously to operate a bus.
- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.

## **Hazards**

- Working with chemicals, tools, and powered machinery.