

Manzanita Elementary School District

627 E. Evans Reimer Rd
Gary Rogers, Superintendent
(530) 846-5594

Classified
Vacancy
Announcement

07/01/2022

POSITION: Maintenance, Custodian, Potential Bus Driver

WORK YEAR: 12 months; 8 hours/day; time to be determined

SALARY: Step 1-Range 1 \$22.12/hour Placement depends on experience

START DATE: ASAP

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, plan, and develop. To provide students with safe transportation to and from school.

Graduation from high school or the equivalent. (1) Must have valid California Bus Driver license or the willingness to obtain one. If necessary, the District will assist the top candidate in obtaining the bus driver license. Must have/obtain knowledge of safe driving practices, and provisions of the California Motor Vehicle Code and Education Code that are applicable to the operation of vehicles in transporting school children. (2) Knowledge of modern cleaning methods, materials, and equipment used in custodial maintenance, and grounds care. (3) The ability to operate heating and ventilating equipment. (4) Ability to lift 60 pound from the floor and arm lift. (5) Ability to climb ladders to a height of 2 stories. (6) Ability to stand and sit for long periods of time. (7) Ability to read, write and follow oral and written instructions. (8) Ability to work cooperatively with administrators, principals, teachers, students and other personnel.

PERSONAL QUALITIES:

Maintain a professional appearance; meet District standards for physical and mental health; demonstrate enthusiasm for assignment; demonstrate ability to maintain cooperative relations with others.

POSITION DESCRIPTION:

Under the direction of assigned supervisors, perform custodial, maintenance, and bus driver functions and perform related duties as assigned.

ESSENTIAL FUNCTIONS: (If Bus License is current or willing to obtain)

Drive a school bus; transport student to and from school; transport children and teachers on field trips if assigned; maintain bus safety; clean bus regularly; inspect bus for needed repairs; pick up and discharge students at bus stops; escort children across streets; stop traffic if necessary; report safety incidents; maintain discipline on the bus; cite students for infractions; communicate with parents; plus perform other related duties as assigned.

POSITION: MAINTENANCE/CUSTODIAN/POTENTIAL BUS DRIVER

Perform maintenance duties such as changing light bulbs, light tubes, unclog toilets and sinks, change fuses, paint , etc.

Perform custodial duties at assigned site; request supplies; clean classrooms, offices, cafeterias and other facilities; sweep, scrub, mop floors, vacuum rugs and carpets, strip, wax and refinish floors, shampoo and spot clean carpets; dust and polish furniture, light fixtures, and woodwork; clean chalkboards, trays and erasers; empty and clean waste

receptacles and pencil sharpeners; clean and adjust shades or blinds; clean, scrub, and disinfect student and staff restrooms; wash windows and wall; clean sinks, mirrors and other bathroom fixtures; stock supplies and replenish as needed; pick up paper and other debris around the school grounds and buildings; drive a vehicle as necessary; plus perform other related duties as assigned.

Attend all meetings as directed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, equipment used in custodial work

Modern cleaning methods

Safety practices

Applicable laws, codes, rules, and regulations related to school bus transportation

CHP requirements for school buses

Basic record keeping

Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

Perform custodial duties at District sites as assigned

Operate and maintain cleaning equipment

Maintain buildings and grounds in a clean, orderly, and secure condition

Work independently with little direction

Operate a school bus safely

Maintain order and discipline

Maintain vehicle in a clean and safe operation condition

Lift students or goods or equipment

Perform first aid or medical care

Maintain consistent, punctual, and regular attendance

Sit and stand for long periods of time

Observe health and safety regulations

Able to speak, read and write in English

Communicate effectively with others

Bend at the waist, kneel, or crouch

Reach overhead, above the shoulders, and horizontally

Move hands and fingers to perform job functions

See to read printed materials

EDUCATION AND EXPERIENCE REQUIRED:

Graduation from High School.

LICENSES AND OTHER REQUIREMENTS: (or Willingness to obtain)

Possession of a valid California School Bus Driver Certificate (Class B and Endorsement PS)

Class B driver's license with passenger endorsement

Valid First Aid/Red Cross Certificate or endorsement by the CHP

Floor and arm lift up to 70 pounds

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Regular exposure to fumes, dust, and odor
Seasonal heat and cold or adverse weather conditions
Emergency call out

HAZARDS:

Noise and fumes from equipment operation
Exposure to chemical fumes and vapors
Working around moving objects or vehicles
Traffic conditions
Potential body fluids

In-District Application Procedure:

Please submit a letter of application with qualifications to Brittany Lobo in the District Office prior to the deadline.

Application Procedure:

All of the following information must be received **before your application will be considered** for this position:
1) classified application; 2) at least two letters of recommendation. A resume without an application will not be considered. Applications and information may be obtained from Manzanita Elementary School District, 627 E Evans Reimer Rd, Gridley, CA 95948, ManzanitaElementaryschool.com or EDJOIN.COM