

GROUNDSKEEPER - BUS DRIVER

TOMPKINS COUNTY

Department School Districts
Classification Noncompetitive
Labor Grade _____
Approved _____
Revised 5/21/76
By HH; Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of routine grounds maintenance tasks and operates a school bus. This is routine manual work involving responsibility for maintenance of grounds. Work is assigned by a superior and reviewed on a periodic basis. This job also involves responsibility for safe transportation of school children on an assigned bus route or on special occasions. Does related work as required.

TYPICAL WORK ACTIVITIES:

Mows, rakes and cuts grass;
Keeps grounds free of litter;
Maintains athletic fields and outdoor courts;
Plans and cares for trees, shrubs and plants;
Removes snow and ice from walks, pathways and steps;
May perform minor repairs to grounds maintenance machinery and equipment;
When not working as a Groundskeeper, may perform routine cleaning chores;
Operates a school bus on a regular schedule or on special occasions;
Changes oil, refills gasoline tanks, puts on chains, replaces tires and performs a variety of similar tasks;
Maintains orderly conduct of children on a school bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of grounds maintenance activities; willingness to perform routine manual work; physical endurance; good physical condition.

MINIMUM QUALIFICATIONS:

- (a) One year of experience as a laborer in park or grounds maintenance activities.

SPECIAL REQUIREMENTS:

- (a) Eligibility for the appropriate operator's license issued by the State of New York; possession of such license at the time of appointment.
- (b) Applicants must satisfy requirements of Bus Drivers set forth in the rules and regulations of the New York State Commissioner of Education.