

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JANUARY 2008**  
**RANGE: 43.0**  
**MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES**  
**CLASSIFIED**  
**CODE: 2,4,7,9**

**CARETAKER/BUS DRIVER (KEEP)**  
**(Kern Environmental Education Program)**

**DEFINITION**

Under general direction, performs a wide variety of semiskilled maintenance and repair tasks to ensure vehicles, facilities, buildings, grounds, and equipment are maintained in a functional and safe manner;

maintains all grounds;

performs, on a limited basis, remodeling and construction projects utilizing a variety of general trade skills;

provides janitorial services to all camp buildings;

designs and fabricates special equipment;

drive a school bus or transportation equipment when required;

does other related work as required.

**EXAMPLES OF DUTIES**

Performs basic carpentry, painting, electrical, locksmithing and tile installation;

creates material and supply lists for remodeling and construction projects;

assists in the repairs of door and window glass;

makes routine and emergency electrical installations;

installs, repairs and maintains doors and locks;

forms, pours, and finishes concrete footings and pads;

operates motorized equipment and/or a school bus;

performs semiskilled maintenance, repair, and construction work in the various maintenance trades;

performs general plumbing installation and repair to toilets, faucets, drinking fountains, and water lines;

inspects school bus machinery, buildings, and equipment for safety and security;

locates and makes minor roof repairs;

performs preventative maintenance on a variety of service equipment, including oiling, greasing, packing, and cleaning;

assists in or performs a variety of tasks in the construction, installation, and maintenance of furniture, fences, playground equipment, cabinets, shelving, chalkboards, bulletin boards, and a variety of other structures;

may assist in the installation, repair, and maintenance of gas lines;

makes minor electrical repairs to power equipment, fixtures, extension cords, outlets, switches, and wiring;

prepares surfaces for painting and applies finishes using brush, rollers, or spray equipment as needed;

replaces and/or patches concrete damage to walks, driveways, curbs, and similar structures;

may replace and repair carpeting and floor tile;

conducts routine safety inspections;

maintains storage areas in orderly, safe, and clean condition;

maintains adequate inventory of cleaning and maintenance supplies;

prepares requisitions for maintenance and cleaning supplies;

lubes and services camp vehicles;

drives a service vehicle as part of duties.

## **QUALIFICATIONS**

### Knowledge of:

Basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work;

rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of school buildings, machines, and equipment;

basic cleaning methods, procedures, and techniques;

cleaning materials, supplies, and equipment;

safe working methods and procedures.

### Ability to:

Skillfully use a variety of tools and equipment used in the basic maintenance trades;

work from blueprints, shop drawings, and sketches;

maintain simple records;

perform moderately heavy manual activities;

efficiently and effectively use cleaning materials, supplies, and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

stand, reach and work with hands and arms overhead;

drive a school bus and other transportation equipment safely and efficiently;

climb ladders, balance, stoop, kneel, crouch, crawl, and lift up to 50 pounds.

### Experience:

Two years of experience in one or more of the building trades or equivalent in training and experience.

Education:

Equivalent to completion of the twelfth grade, supplemented by coursework or training in one or more of the maintenance craft areas and completion of a school bus driver training program.

Possession of a valid Class B Motor Vehicle Operator's License and appropriate School Bus Driver's Certificate.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

1/18/08

F:\Caretaker-BusDriverKEEP

Replaces Caretaker KEEP

Revisions to title, range and content 1/10/08