

# Vancouver Island West School District 84

## Job Description

### Custodian II/Bus Driver/Maintenance Worker

#### Summary

Under the direction, supervision and evaluation of the Operations Supervisor:

- provides custodial, manual and semi-skilled services related to the maintenance and improvement of District buildings, grounds and equipment;
- drives the school bus and ensures the school bus is maintained and operated in a safe and hygienic condition;
- provides custodial services to schools and other District facilities in accordance with established procedures, with regard to safety, sanitation, security, and appearance.

#### Duties

##### Custodian II:

- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting facility's surfaces such as floors, carpets, windows, walls, desks, etc.
- Operates a variety of caretaking equipment such as vacuums, polishers, and rug cleaning equipment, etc.
- Collects and removes garbage from inside and outside facilities.
- Moves furniture and equipment as required to facilitate cleaning.
- Maintains janitorial equipment in serviceable condition.
- Handles mixing of chemicals for cleaning purposes.
- Secures doors and windows, makes security checks and sets intrusion alarms at end of shift.
- Establishes cleaning schedules and determines what methods and materials are to be used.
- Contacts casual workers when needed.

##### Bus Driver:

- Drives the school bus in a professional and safe manner on established and scheduled bus routes transporting students safely to and from school.
- Performs daily safety checks on the school bus.
- Cleans the school bus on a daily basis.
- Washes the school bus on a weekly basis.
- Maintains order during school bus trips and ensures adherence to safety rules.
- Maintains appropriate records as required by Operations Supervisor.
- Reports any discipline problems to the Principal.
- Reports any mechanical problems, accidents, road hazards, or bus overloads to the Operations Supervisor.
- Instructs pupils on a bus safety program at least twice during the school year.

##### Maintenance Worker:

- Performs basic maintenance and repairs to District buildings and equipment.
- Assists in the maintenance, repairing, renovating, and constructing of District buildings and equipment.
- Operates equipment such as power mower, including a variety of power and hand tools.
- Performs groundskeeper duties such as cleaning of grounds, sidewalks, paved areas, drainage systems, storage and work areas, cutting, raking of grass, the removal of debris and shoveling snow.
- Keeps tools and equipment in clean and serviceable condition.
- Ensures an adequate stock of materials and supplies is on hand to do the required work.
- May be required to perform other related duties as assigned.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with WHMIS and WCB safety procedures.

#### Qualifications

- Grade 12 education or the equivalent.
- Valid Class 2 BC driver's license.
- One year of building maintenance experience.
- Working knowledge of trades.
- St. John's Ambulance First Aid, Occupational First Aid Level 1 or equivalent certificate.
- Competent in the use and care of tools and equipment common to this position.
- Physical capabilities to perform the job.
- Current WHMIS Certification.

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