



Nye County School District - Human Resources

Job Description

Title: Custodian-Night/Bus Driver	Classification: Classified
FLSA Status: NON-EXEMPT	Terms of Employment: 12 months, 10 hours per day

JOB GOAL: Under general direction, performs custodial functions required to maintain assigned site buildings in a clean, sanitary, and safe condition; arrange and maintain the physical environment required for activities held at the site; provide safe and efficient transportation for District students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSSO.

1. Follow district procedures and training to ensure facility cleanliness including but not limited to:
 - a. Floor care and maintenance throughout the facility, including hard surfaces and carpeting.
 - i. Cleaning: sweeping, mopping, dusting, and vacuuming
 - ii. Shampooing carpets, performing periodic spot cleaning, and deep cleaning
 - iii. Stripping, waxing, sealing, and buffing: Using floor machines to prepare and finish multiple types of surfaces such as VCT, HVT, tile, concrete, wood, and carpet
 - b. Clean, disinfect, and polish all plumbing fixtures not limited to faucets, sinks, bathtubs, showers, drinking fountains, and toilets.
 - c. Remove spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.
 - d. Perform basic cleaning and sanitizing to include furniture, walls, windows and window coverings, whiteboards, electronics, high touch areas, counters, lighting, etc.
 - e. Maintain, clean, and organize storage and equipment areas.
2. Operate all equipment with care and according to facility and manufacturers' safety standards and procedures. Also, clean and perform routine maintenance on custodial equipment; submit work orders as needed.
3. Ensure all cleaning agents are utilized per label instructions and prescribed safety precautions and procedures.
4. Collaborate ordering supplies and maintenance repairs with the day custodian.
5. Coordinate with administration regarding the use of school facilities for various activities.
6. Conduct light maintenance and repairs such as ceiling tile replacement, light bulb replacement, landscaping, and furniture repairs.
7. Ensure all appropriate health precautions are taken to maintain the safety of students, school employees, custodians, and visitors.
8. Follow the NCSD single-point entry protocol; ensure all gates, doors, rooms, and buildings are secure during the school day, and after use.
9. Perform security checks of the interior and exterior of the facility to ensure all doors and gates are locked and secured before vacating the facility.
10. Contact your supervisor and MOSS (Maintenance, Operations, Safety, and Security) for concerns requiring immediate assistance and submit detailed work orders for assistance from district maintenance staff.
11. May be required to move, assemble, or disassemble furniture, equipment, or other items.
12. Assist district Maintenance, Operations, Safety, and Security Department, or other departments in an emergency or as the need arises.
13. Obey all traffic laws.
14. Observe all mandatory safety regulations for school buses.
15. Maintain student discipline on the bus.
16. Keep assigned bus clean, to include all vision mirrors, windows, and the inside of the bus.

17. Adhere to route, stops, and schedule as determined by the immediate supervisor.
18. Report all accidents and complete the required reports.
19. Notify the proper authority in case of mechanical failure or safety problems.
20. Exercise responsible leadership when on out-of-District school trips.
21. Transport only authorized students and District Employees.
22. Perform daily pre-trip and post-trip safety inspections of assigned bus.
23. Enforce District bus safety rules.
24. Perform other related duties and functions as assigned.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of methods, materials, and equipment used in the custodial trade.
2. Knowledge of requirements for maintaining a school facility in a safe, clean, and orderly condition.
3. Knowledge of custodial safety and health procedures.
4. Ability to demonstrate good judgment and common sense.
5. Ability to make accurate measurements and calculations.
6. Ability to use time and material in an effective, responsible manner.
7. Ability to communicate and follow directions orally and in writing.
8. Ability to perform moderate to heavy physical labor including lifting or moving loads up to 50 lbs. or more.
9. Ability to locate and shut off utilities including water, electric and propane.
10. Knowledge and understanding of the proper use of PPE (Personal Protective Equipment).
11. Must be computer literate with knowledge of reporting tools, such as Microsoft Word and Google Sheets.
12. Ability to pass required medical examinations.
13. Ability to learn relevant regulations and rules.
14. Ability to work cooperatively with students, staff, parents, and the general public.
15. Familiar with and understands FERPA, and HIPAA, and other confidentiality guidelines in the educational setting.
16. Familiar with and assists with the implementation of all district policies and administrative regulations as related to specific assignments.
17. Recognizes and reports hazards, and conforms to safety standards as prescribed.
18. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
19. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Current physical examination as required by CDL
3. Completion of District/State training course

Licenses and Certifications:

1. Valid Nevada Commercial Driver License with Passenger & School Bus endorsements

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Motor Carrier Part 382 Alcohol and Controlled Substance Testing Program

WORK ENVIRONMENT:

Strength: Medium/heavy - Exert force to 50-150 lbs., occasionally; 30-50 lbs., frequently; or up to 25 lbs., constantly. Grasping/Gripping. Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. Grasp/Grip: must have sufficient grasp to maintain control of steering a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping.) Pushing/Pulling: up to 150-175 lbs., transitioning of student(s) in wheelchairs on/off the bus. Lifting: up to 150 lbs., occasionally; 50– 60 lbs., frequently; or up to 10 – 25 lbs., constantly. Carrying: up to 20–25 lbs., up to 30 minutes a day.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Occasional climbing, balancing, crouching, and crawling, to include using ladders to complete various tasks and roof work. Hearing and speech to communicate in person or over the telephone.

Vision: Occasional near and far acuity, depth perception, and color vision.

Environmental Conditions: Climate-controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat with no acclimation. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Electrical, communicable diseases, noxious fumes, falls, cleaning materials and solvents, chemicals (as related to specific assignment), power/hand-operated equipment and machinery (as related to specific assignment), furniture, playground/office equipment.

Working Conditions: Fast paced environment where tasks and priorities are constantly changing. Use of equipment and supplies necessary to carry out functions of position description.

Approved by: _____

Superintendent



Date





Nye County School District

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015