



Mobile County

PUBLIC SCHOOLS

Job Description Title – UTILITY WORKER

SUPERVISED BY/REPORTS TO: Supervisor of Transportation or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must be a High School graduate from a regionally accredited school or have GED equivalent.
- Must have a valid Alabama Driver's License.
- Must have and maintain Alabama Commercial Driver's License and Alabama School Bus Driver's Certificate or obtain within six months of assuming position.
- Must be willing to pick up and deliver school children on school bus routes when assigned.
- Must pass insurability investigation into private and business driving record within any consecutive three-year time frame.
- Must have no points on driving records and must be able to pass DOT physical, including drug test.
- Good general health, clean in attire and appearance.
- Ability to understand and follow oral and written instructions.
- Ability to be punctual and regular in attendance.

LANGUAGE SKILLS:

Ability to read and interpret documents including lesson plans, safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to sit and is occasionally required to walk or stand.

- The employee will frequently bend or twist at the neck and trunk while performing the duties of this job.
- The employee frequently uses hand strength to grasp equipment.
- Employee must be able to frequently ascend and descend bus steps unassisted.
- Must be able to assist physically disabled students on and off the bus.
- The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds such as students in wheelchairs.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Pass all required drug screens. If insulin dependent, the employee must complete a medical certification and an assessment from a treating clinician, per DOT/Federal Motor Carrier Safety Administration (FMCSA) regulations.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Drives regular school bus route when assigned driver is unable to drive.
2. Delivers relief buses to schools for regular route bus and returns regular buses after repairs are accomplished.
3. Services buses by checking/adding oil, fuel, and tire pressure, cleaning seats and interior, and washing outside of bus.
4. Ensures required equipment and forms are on relief buses.
5. Schedules buses between Transportation main shop and repair shops/dealers.
6. Picks up and delivers parts between local suppliers and Transportation's main shop, or road mechanics.
7. Assists mechanics with repairs in main shop or in the field as assigned by the Maintenance Supervisor or Shop Foreman.
8. Assists with the up-keep and maintenance of the building including sweeping, mopping, dusting, cleaning restrooms, cutting grass, and any other related task as directed by Maintenance Supervisor or Transportation Coordinator.
9. Accomplishes any other non-technical task assigned.
10. Attends all required training meetings and workshops.
11. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
12. Reports absences and takes leave in accordance with Board policies and procedures.
13. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
14. Works well with all supervisors and other members of the team.
15. Performs other duties assigned by supervisor or administrator.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with other employees and students.
- Ability to read and understand maps.
- Ability to physically manage students and equipment.
- Ability to observe unusual student behavior and advise supervisor.

- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery or rocky surfaces.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee has direct responsibility for the safety and well-being of others.
- ✓ The noise level is frequently loud enough that the employee must raise his/her voice to be heard.
- ✓ Must be able to work under stress and manage student behavior on the bus.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Supervisor of Transportation or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days). Daily work schedule will be determined by the Supervisor of transportation or his/her designee. Schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.