



***Seneca County
Personnel Department***

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1 DI PRONIO DRIVE
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR
BUILDING MAINTENANCE MECHANIC/SCHOOL BUS DRIVER

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. Please indicate on your application the type of employment you are seeking (i.e. full-time, part-time, temporary, or substitute).

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

Please enter any of the following as your response:

- Romulus Central School District (RCSD)
- Seneca Falls Central School District (SFCSD)

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS:

- A. One year of experience as a journeyman in one of the recognized skilled trades; OR
- B. Four years of full-time or equivalent part-time experience in general building maintenance or building construction; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for the appropriate level New York State Driver License at the time of application. Possession of license at time of appointment. All drivers of school transportation conveyances shall be at least 21 years of age. There is no maximum age for driving a school bus. This is true whether the driver is a new hire or an incumbent employee.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: None

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Supervises or performs repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors and windows, hardware and varied mechanical equipment and machinery;

Builds, repairs and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;

Does skilled painting work;

Oversees and takes part in ordinary building cleaning operations;

Oversees the operation of a central heating system;

Makes inspections of property to ascertain repair needs;

Estimates material required for repairs;

Keeps daily time and material records;

Supervises and participates in a general grounds maintenance program.

Operates a school bus on a regular schedule or on special occasions;

Checks the operating condition of the bus before starting on a trip;

Reports any operational defect to immediate supervisor;

Informs children about safety practices;

Maintains orderly conduct of children on bus;

Keeps interior and exterior of vehicle clean and neat;

May be required to operate a station wagon or other similar vehicle;

May be required to perform minor maintenance tasks on the vehicle;

Maintains records of mileage, routes, times and incidents;

Prepares and maintains maps of routes and pick-up points.