

Mahopac Central School District

179 East Lake Boulevard
Mahopac, New York 10541-1666
Phone (845) 628-3415
Fax (845) 628-5502

POSTING

TO: All Staff
FROM: Human Resources
DATE: November 27, 2018
SUBJECT: Posting of Position

The Mahopac Central School District is seeking candidates for:

FULL-TIME BUS DRIVER/CLEANER ***Salary as per USWOM Bargaining Agreement***

Interested and qualified applicants are asked to submit a letter of interest with a resume to the Human Resources Office, Mahopac Central School District, 179 East Lake Boulevard, Mahopac, NY 10541-1666 by **3:00 p.m., , Wednesday, December 5, 2018.**

The Mahopac Central School District is an equal opportunity employer.

cc: Building Principals – **PLEASE POST**
District Office – **PLEASE POST**
Head Custodians – **PLEASE POST**
Anthony DiCarlo, Superintendent of Schools
Peter Ferone, Interim Supervisor of Transportation
Mary Fowler, MTAA Unit
Ken Jones, USWOM Unit
Debra Legato, Assistant Superintendent for Human Resources
Thomas McMahan, MTA Unit
Dagoberto Miranda, UPSEU Monitor Unit
Phyllis Ruggiero, UPSEU Administrative Unit
John Russell, UPSEU Supervisors Unit
Harvey Sotland, Assistant Superintendent for Business

Non-Competitive Class (Schools Districts)
BUS DRIVER/CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the safe transportation of school children on an assigned bus route and for the performance of simple cleaning tasks. Work is performed under general supervision in accordance with established routines. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only): Operates a school bus on a regular schedule or on special occasions; Checks oil, water, gasoline, and tires before starting a trip; Directs children on safety practices when entering and leaving bus; Maintains orderly conduct of children on bus; Dusts chairs, tables, desks and other furniture; Washes windows, walls, woodwork, water closets, tubs and bowls; Sweeps, mops, and washes floors; Gathers and disposes of refuse; Cleans and polishes furniture and brass; Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of a bus and of the safety practices and traffic laws and regulations; working knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; thoroughness; dependability.

MINIMUM QUALIFICATIONS:

1. Must be at least twenty-one (21) years of age at time of appointment.
2. Eligibility for the appropriate level New York State Drivers License at the time of application; possession of the appropriate level New York State Drivers License at time of appointment.
3. Must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioners of Education and Motor Vehicles.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.