Saint Michael's College
Job Description

Job Title: Bus Driver/Utility Worker

Department: Physical Plant

Supervisor or Manager: Brian Biron – Asst. Director of Special Services & Transportation

Date Created: 06/30/2011 Last Revised: 06/30/2011 FLSA Status: N-E

Approved by (print name): ________________________ Signature: __________________________

It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:

Bus driver:
- Provides bus transportation services for College employees, students, and visitors including special events and park-and-ride operations, ensuring transportation system and passenger safety.
- Monitors equipment and performs limited preventative maintenance.
- Provides information and public awareness assistance.

Utility worker:
- Transports furniture, office equipment, and related items within the college campus and off campus as needed.
- Operates vehicles and mechanical equipment as required to facilitate loading, unloading, and transport of materials.
- Performs routine grounds maintenance that may include watering, raking, mowing, weeding, planting, and trash/litter removal.
- Sets up furniture and related items for classroom and special events use as instructed.

Essential Duties and Responsibilities:

Bus Driver:
- Drives a college-owned bus, providing safe and efficient transportation to the college community and its visitors.
- Performs routine vehicle inspection and maintenance including checking the oil, fuel, brakes, lights, windshield wipers, and water and tire pressures.
- Provides information and other general assistance to the college community and its visitors.
- Maintains records of work performed: makes timely reports of accidents, incidents, and unusual occurrences.
- Performs miscellaneous job-related duties as assigned.

Utility Worker:
- Loads and unloads furniture and related materials onto and off trucks, ensuring that appropriate padding and ropes are used to prevent damage.
- Locates and relocates desks, chairs, tables, bookcases, and other related office equipment and furniture.
- Locates and relocates beds, desks, desks chairs, bureaus, dining tables/chairs, couches, refrigerators, electric stoves, and other related dorm room equipment and furniture.
- Assists with the set-up of tables, chairs, risers, floor mats, podiums, flags, trash barrels, bleachers, and other related equipment and furniture required to complete special events.
- Irrigates, mows, rakes, trims, fertilizes, and plants lawns.
- Weeds flower beds, around shrubs and trees, and as directed.
- Assists with the removal and disposal of trash and debris on college grounds.
- Removes snow and ice using power snow blowers, chemical ice melters, truck mounted plows, shovels and/or ice scraper.
• Assist in the installation and removal of window mounted air conditioners.
• Performs miscellaneous job-related duties as assigned.

**Secondary Responsibilities:**

**Bus Driver:**
• Assists with training of new staff.
• Wash and wax the bus, clean interior, touch up painting on bus.
• Clean bus stop, post bus schedules.

**Utility Worker:**
• Assist with the cleaning, repairing, refinishing, and painting/staining of park benches, picnic tables, special event tables, and other related equipment and furniture as assigned.
• Assist with the collection, removal, and disposal of computer equipment, video equipment, recyclable metals, and other related equipment as assigned.
• Assist with the removal of carpet and other related used or discarded building materials as needed.

Assist with the capture, removal, and relocation of wild animals throughout building.

**Positions Supervised:**
• None

**Position’s Major Contacts:**

**Bus Driver:**
• Students
• Faculty and Staff
• Security

**Utility Worker:**
• Skill trades departments.
• Faculty and staff members.
• Special events department.
• Shipping and receiving department.
• Students.
• Security department.

**Demonstrates Excellence in this Position:**

**Bus Driver:**
• Ability to communicate effectively, both orally and in writing.
• Ability to deal tactfully and patiently with passengers.
• Ability to understand and follow safety procedures.
• Ability to enforce basic passenger safety.
• Excellent driving record in all types of weather.
• Ability to safely and efficiently operate a loaded passenger bus.
• Knowledge of basic vehicle inspection and preventive maintenance.
• Records maintenance skills.

**Utility Worker:**
• Ability to interact with students, faculty and/or staff in a team environment
• Ability to foster a cooperative work environment.
• Ability to understand and follow specific instructions and procedures.
• Strong interpersonal skills, flexibility, and customer service orientation.
• Effective communication and basic instructional skills.
Saint Michael’s College  
Job Description  
Job Title: Coordinator of Academic Programs

**Education and Work Experience Required:**  
- High School Diploma or Equivalent  
- Prior School or Coach bus experience and some basic knowledge of maintaining grounds

**Analytic Skills Required:**  
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures is required.

**Language and Literacy Skills Required:**  
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills Required:**

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**Additional Requirements for the Job:**  
- Ability to pass biannual physical examination required for Commercial drivers license.  
- Submit to mandatory, random drug and alcohol testing at either pre-employment, where there’s reasonable suspicion, or post-accident investigation.  
- Requires basic annual training in Driver safety, Hazardous communications, Lock out / Tag out, Ergonomics, Personal protective equipment, blood borne pathogens. All training will be provided by St. Michael’s College.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.