



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**TRANSIT BUILDING AND  
MAINTENANCE AIDE**

DATE ADOPTED: 3/22/2022

LAST REVISION: 01/05/2024

Page 1 of 2

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a mid-level position responsible for cleaning vehicles and buildings as well as some groundskeeping. An employee may also be responsible for checking vehicle fluids, milage and fare tanks and may be required to drive a bus when needed. Work is performed under the general supervision of a higher-level employee. Supervision is not normally a function of this position. This is a safety-sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing in accordance with DOT guidelines. Days and shifts will vary, and incumbent must be able to work a flexible schedule including days, evenings and weekends.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Thoroughly cleans bus interiors, including seats, window, mirrors, dashboards, ceilings and head panels, sweeping and mopping floors and stairwells;
2. Fuels vehicles and tops off all fluids, including anti-freeze;
3. Documents accurate milage and fuel on fuel sheet;
4. Cleans, services and supplies restrooms and breakrooms;
5. Cleans building floors by sweeping, mopping, scrubbing and/or vacuuming;
6. Moves heavy furniture, equipment and supplies, either manually or by using hand trucks;
7. Mows and maintains lawns and shrubbery, using mowers and hand and power trimmers to clear debris from property;
8. Performs routine building maintenance and cleaning tasks;
9. Participates in snow and ice control activities, which may include working overtime hours;
10. Assists trades people in carpentry, electrical, plumbing, masonry, painting, and heating and ventilating labor work;
11. Communicates with Transit Equipment Mechanic Supervisor and/or Transit Garage Superintendent concerning the need for major repairs or additions to building operating systems;
12. Requisitions supplies and equipment needed for cleaning and maintenance duties;
13. Collects and empties trash, and removes other rubbish daily including the wash bay area;
14. Cleans and polishes furniture and fixtures, cleans windows, glass partitions and mirrors;
15. Prepares and properly labels detergent mixtures or acids in containers to prepare cleaning solutions in accordance with OSHA's MSDS (Material Safety Data sheets) rules;
16. Removes fare tanks from buses and replaces with empty tanks;
17. Inspects fare tank and vaulting system, and reports any problems to the Transit Garage Superintendent;
18. Probes and vaults tanks from bus;
19. Makes road calls for disabled buses and/or buses returning to garage;
20. May be required to cover a bus route.



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Page 2 of 2

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; ability to perform all duties in a safe and appropriate manner, in compliance with OSHA, DOL, DMV, PESH, FTA and departmental regulations; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One (1) year of paid work experience in a position involving responsibility for the performance of routine building maintenance and cleaning and minor construction activities.

**SPECIAL REQUIREMENTS:**

Candidates must possess the following:

1. A valid New York State Commercial Driver's License (CDL) Class B with an airbrake endorsement at time of application and to maintain position. **A copy of the current valid license is required at time of application in order to be able to be considered for appointment;** and
2. Candidate must obtain passenger endorsement within 6 months of date of hire; and
3. 19A Qualification prior to employment commencing.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: CSEA-8</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>
<b>GRADE: 11</b>	<b>FLSA Code: OT Eligible</b>
<b>REVISION HISTORY: 3/22/22 11/17/22 1/05/24</b>	