



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**TRANSIT BUILDING AND
MAINTENANCE AIDE TRAINEE**

DATE ADOPTED: 1/21/2024

LAST REVISION: 1/27/25

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is a one-year entry level traineeship in which incumbents attend driving classes for the operation of Transit Buses and receive on-the-job training in cleaning vehicles and buildings as well as some groundskeeping. An employee may also be responsible for checking vehicle fluids, mileage and fare tanks and will learn to drive a bus. Work is performed under the direct supervision of a higher-level employee. Upon successful completion of the traineeship, the incumbent will advance to the title of Transit Building and Maintenance Aide. 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. Receives on-the-job training on assisting trades people in carpentry, electrical, plumbing, masonry, painting, and heating and ventilating labor work;
2. Receives on-the-job training in connection with making road calls for disabled buses and/or buses returning to garage;
3. Attends Driving School, classes and trainings offsite for the purposes of obtaining a Class B Commercial Driver License (CDL);
4. Cleans bus interiors, including seats, window, mirrors, dashboards, ceilings and head panels, sweeping and mopping floors and stairwells;
5. Fuels vehicles and tops off all fluids, including anti-freeze;
6. Documents accurate mileage and fuel on fuel sheet;
7. Learns to clean, service and supply restrooms and breakrooms;
8. Assists with cleaning building floors by sweeping, mopping, scrubbing and/or vacuuming;
9. Assists with moving heavy furniture, equipment and supplies, either manually or by using hand trucks;
10. Learns to mow and maintain lawns and shrubbery, using mowers and hand and power trimmers to clear debris from property;
11. Performs routine building maintenance and cleaning tasks;
12. Participates in snow and ice control activities, which may include working overtime hours;
13. Communicates with Transit Equipment Mechanic Supervisor and/or Transit Garage Superintendent concerning the need for major repairs or additions to building operating systems;
14. Requisitions supplies and equipment needed for cleaning and maintenance duties;
15. Collects and empties trash, and removes other rubbish daily including the wash bay area;
16. Cleans and polishes furniture and fixtures, cleans windows, glass partitions and mirrors;
17. Assists in preparing and properly labeling detergent mixtures or acids in containers to prepare cleaning solutions in accordance with OSHA's MSDS (Material Safety Data sheets) rules;



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Page 2 of 2

18. Assists in removing fare tanks from buses, replacing with empty tanks, and probes and vaults tanks from bus;
19. Assists in the inspection of fare tanks and vaulting systems, and reports any problems to the Transit Garage Superintendent;
20. Upon completion of the traineeship, may be required to cover a bus route.

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 read plans and sketches;
 Ability to follow oral and written directions;
 Ability to perform all duties in a safe and appropriate manner, in compliance with applicable 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:

Six (6) months of paid work experience in a position involving responsibility for the performance of routine building maintenance and cleaning and minor construction activities.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State driver’s license at time of applications. **A copy of the current driver’s license is required at time of application to be able to be considered for appointment.**
2. A valid New York State Class B Commercial Driver's License (CDL) must be obtained within 6 months of appointment in order to maintain the position.
3. Candidate must obtain an airbrake and passenger endorsement within 3 months of obtaining their New York State Class B Commercial Driver’s License (CDL).
4. Candidate must be 19A Qualified within 3 months of obtaining their New York State Class B Commercial Driver’s License (CDL).

COUNTY USE ONLY:

BARGAINING UNIT: CSEA-8	JURISDICTIONAL CLASSIFICATION: Non-Competitive
GRADE: 10	FLSA Code: OT Eligible
REVISION HISTORY: 01/21/2024 1/27/25	