

## MAINTENANCE LABORER (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs a variety of general maintenance and departmental operations work by arranging for and distributing bulk quantities of various signs, forms and publications in the Department of Transportation. The work performed is generally simple manual labor in support of transportation services and/or operations and may involve routine field inspections. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Replaces out dated bus schedules and route strip maps displayed in 7,000 Transitubes throughout Westchester County;

Travels in the field to distribute work assignments to field checkers and picks up completed work;

Inspects the cleanliness, safety and sanitary conditions of bus stop passenger shelters to insure that the County's licensee is fulfilling contractual maintenance requirements;

Distributes a variety of discount coupons, passes and publications to banks and participating institutions;

Assists in the installation, maintenance and minor repair of Transitubes;

Maintains an inventory of Transitubes and makes arrangements with municipal governments for the replacement of damaged tubes;

Distributes bulk quantities of maps and timetables to municipal governments, senior citizen centers, libraries, etc.;

Assists in the verification of bus stop lists;

Contacts police to arrange for escorts for the delivery of a variety of coupons and passes to be distributed;

Operates a tik-o-meter in order to verify senior citizen and disabled coupons redeemed by bus companies for subsidy payment;

Performs other related duties such as assembling training manuals and workbooks for field checkers;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with common handyman tools; ability to make simple maintenance repairs; ability to learn minor technical skills quickly; ability to follow oral instructions; ability to get along with others; initiative and industriousness in work performance; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Possession of a high school, equivalency or Trade school diploma; or (b) one year experience involving minor technical skills.

SPECIAL REQUIREMENT: Possession of a valid New York State Operator's License appropriate to the vehicle being driven.