

PUBLIC TRANSIT MAINTENANCE AND SAFETY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting the Public Transit Maintenance and Safety Coordinator in the coordination and management of the vehicle maintenance and safety programs in compliance with Federal Transportation (FTA), New York State Department of Transportation (NYS DOT) and other local funding-related regulations and requirements for Ulster County Area Transit (UCAT). The incumbent is responsible for assisting in scheduling the daily work for all automotive maintenance personnel and for assisting in the oversight of the preventative and regular maintenance on all UCAT vehicles. The work is performed under the direct supervision of the Public Transit Maintenance and Safety Coordinator with general leeway allowed for the exercise of independent judgment and initiative in work methods. In the absence of the Coordinator, the incumbent may be responsible for supervising the work of all Automotive Mechanics at UCAT. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in the coordination and implementation of the daily vehicle maintenance schedule for all automotive mechanics on repair needs and preventative maintenance schedule;

Assists in the updating of the UCAT System Safety Plan and the UCAT Fleet Maintenance Plan and ensures departmental compliance in accordance with FTA, NYS DOT and other local funding-related regulations and requirements;

Assists in utilizing fleet maintenance software to coordinate and schedule repairs and preventative maintenance, as well as vehicle inspections, vehicle registrations and registration renewals, as a means to maximize the useful life span of each vehicle in the fleet;

Assists in the verification of licensures of drivers and ensures that all drivers maintain current licensures throughout the duration of their employment;

Ensures that both the interior and exterior of all buses are clean and neat and that all equipment is in optimal working condition and keeps supervisor informed of repeated problems and courses of action to improve the quality of services;

Maintains order files for equipment and supplies to ensure proper inventory is on hand for current and anticipated departmental operations;

Collaborates with the Public Transit Grants and Procurement Specialist in ordering all necessary tools, parts and supplies;

Participates in and complies with departmental mandated safety trainings and programs in accordance with departmental procedures and funding-related regulations and requirements;

Assists in the maintenance of electronic files on all scheduled and preventative maintenance performed on the fleet of vehicles and assists in the preparation and submission of monthly reports to the Director of Public Transit in compliance with funding-related regulations and requirements;

Ensures that all 19-A testing and training records are kept and reports filed in full compliance with federal and state laws and regulations;

May assist in responding to and advising drivers in emergencies, such as vehicle breakdowns, accidents and passenger problems;

May operate a passenger bus or other vehicle, taking full responsibility for all maintenance and safety precautions;

May assist automotive mechanics in the repair and maintenance of vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices of fleet vehicle maintenance and repair; working knowledge of bus maintenance, inspection and registration requirements; working knowledge of the laws, rules and regulations governing vehicle and safety training; ability to acquire a working knowledge of the geography of the County; ability to perform minor routine maintenance on buses; ability to prepare reports of a narrative and statistical nature; ability to keep accurate and complete records; ability to get along well with and secure the cooperation of others; good judgment; good organizational skills; attention to detail; accuracy; tact; courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university and one year of full-time paid, or its' part-time equivalent, work experience in heavy vehicle maintenance and repair in a municipal, public transit or school bus environment which must have included or been supplemented by one year of paid work experience in public transit and/or school bus safety training; **OR**

B. Graduation from high school or possession of a high school equivalent diploma and three (3) years of full-time paid, or its' part-time equivalent, work experience in heavy vehicle maintenance and repair in a municipal, public transit or school bus environment which must have included or been supplemented by three (3) years of paid work experience in public transit and/or school bus safety training; **OR**

C. An equivalent combination of training and experience as described in A and B above.

Special Requirement for Appointment: At time of appointment and throughout the duration of employment in this title, incumbents must possess and continuously maintain a valid New York State Class B (CDL) License with passenger and air brake endorsements.

Special Note:

1. Incumbent must be in possession of any other certifications which may be appropriate to the vehicles operated or those mandated by administration of on-going programs. The incumbent may be required to qualify for, earn and maintain the certifications required within an appropriate time frame of that requirement.

2. In accordance with the Department of Transportation (DOT) 49CFR40, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.

ULSTER COUNTY
5288 PT M&S AST
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: December 28, 2007