

PUBLIC TRANSIT MAINTENANCE AND SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating and managing the vehicle maintenance and safety programs in compliance with Federal Transportation Authority (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 coordinating the daily work schedule for all automotive mechanics and for overseeing the preventative and regular maintenance on all UCAT vehicles. The work is performed under the general supervision of the Ulster County Director of Public Transit with considerable leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is exercised over the work of all Automotive Mechanics employed at UCAT and other designated employees as assigned by the Director. 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.

Coordinates and implements the daily vehicle maintenance schedule for all automotive mechanics based on repair needs and preventative maintenance schedule;

Updates 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;

Utilizes fleet maintenance software to coordinate and schedule all 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 and conducts trainings and testing of all Bus Drivers and Bus Driver/Dispatchers under 19-A of the New York State Department of Motor Vehicle – Vehicle and Traffic Law and ensures that all 19-A testing and training records are kept and reports filed, in full compliance with federal and state laws and regulations;

At time of appointment, verifies licensures of drivers and ensures that all drivers maintain current licensures throughout the duration of their employment;

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

Maintains electronic files on all scheduled and preventative maintenance performed and prepares and submits monthly reports to the Director of Public Transit in compliance with funding-related regulations and requirements;

Collaborates with the Director of Public Transit in the preparation of the maintenance and safety portion of the departmental budget;

Assists in ensuring 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 quality of services;

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 bus maintenance, inspection and registration requirements; good knowledge of the practices of fleet vehicle maintenance and repair; working knowledge of the laws, rules and regulations governing vehicle and safety training; working knowledge of the geography of the County; ability to supervise the work of others; 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. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Automotive Technology, Automotive Engineering, Diesel Technology, Collision Technology or a closely related field and two (2) 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 two (2) years 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 equivalency diploma and four (4) 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, one year of which must have involved the supervision of others which must have included or been supplemented by four (4) years of paid work experience in public transit and/or school bus safety training; **OR**

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

Special Requirements for Appointment: At time of appointment and throughout the duration of employment in this title, incumbents must possess and continuously maintain:

1. Possession of a valid New York State Class B (CDL) License with passenger and air brake endorsements;

2. Possession of a Motor Vehicle Inspector's Certificate issued by the New York State Department of Motor Vehicles, if duties include vehicle inspection.
3. Certification as a 19-A Examiner;
4. Certification as a NYS DOT Accident Investigator.

Special Note: The incumbent must be in possession of applicable certifications within a designated time period after employment, 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 period of that requirement.

Special Note: 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
5289 PT M&S CRD
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: December 28, 2007