



DUTCHESS COUNTY CLASS SPECIFICATION

TRANSIT EQUIPMENT MECHANIC AIDE

DATE ADOPTED: 3/22/2022

LAST REVISION: 07/29/2025

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DISTINGUISHING FEATURES OF THE CLASS:

This is a semi-skilled position responsible for repair and maintenance of diesel, electric, hybrid etc. vehicles/buses. The work is performed under the direct supervision of the Transit Garage Superintendent. Supervision is not a function of the position. This is a safety sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing. 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. Performs routine maintenance work including checking fluids and batteries, changing oil and reassembling equipment;
2. Inspects brake systems, steering mechanisms, wheel bearing, and other important parts to ensure that they are in proper operating condition;
3. Adjusts brakes, aligns wheels, tightens bolts and screws and reassembles equipment;
4. Uses hydraulic jacks or hoists to raise trucks, buses or other heavy equipment;
5. Test drives Buses and trucks to diagnose malfunctions or to ensure that they are working properly;
6. Examines and adjusts protective guards, loose bolts, and specified safety devices;
7. Inspects and verifies dimensions and clearance of parts to ensure conformance to factory specifications;
8. Repairs and adjusts seats, doors and windows and install and repairs accessories;
9. Makes road calls for disabled buses, repairing and/or returning to garage;
10. Inspects, troubleshoots and repairs fare-tank and vaulting system malfunctions and/or failures and other important parts to ensure that they are in proper operating condition.
11. Notes any equipment problems or unusual or excessive wear observed during the performance of duties and reports them to supervisor;
12. May assist in snow and ice control activities; which may include overtime
13. Assists in the fueling of equipment;
14. May perform yard and garage cleaning and maintenance activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of the principles, practices and tools of the automotive diesel mechanic trade; Working knowledge of the operation and mechanical functions of diesel buses/vehicles; Good knowledge of accepted safety practices and OSHA standards for the trade; Good knowledge of automotive repair methods, particularly regarding areas relevant to diesel buses/vehicles; Ability to follow oral and written instructions; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

One (1) year of full-time work experience which primarily involved automotive and/or diesel equipment maintenance and repair duties.

NOTE: Training or education in the field of automotive repair may be substituted for the above work experience on a month for month basis.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at the 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.**

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA-8/ 12		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category: Skilled Craft	FLSA Code: OT Eligible	WC Code: 8385- Bus Garage Employee	NYSLRS Job Code: 04200E
REVISION HISTORY: 03/22/22 11/16/22 1/11/24 9/6/24 7/29/25			