



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**TRANSIT SYSTEM
TECHNICIAN**

DATE ADOPTED: 3/22/2022

LAST REVISION: 01/24/24

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DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position in the Division of Public Transit which requires assisting the Director or Assistant Director of Public Transit with administering Transit programs and technology. The work involves maintenance of computer systems, including software, hardware, and other electronic equipment. Operating systems may vary depending upon equipment. Work is performed under the general supervision of a higher-level employee. Supervision is not normally a function of the position.

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. Program, maintain, update and repair tracking/scheduling software and hardware;
2. Utilize and maintain the maintenance electronic software;
3. Programs and repairs the camera systems, fare collection software and hardware, digital bus signs, and other transit related electronic equipment;
4. Coordinates the ad space program;
5. Serves as Asset Management Coordinator for the Federal Transit Asset Management (TAM) Plan requirements;
6. Maintains Federal Transit Administration (FTA) Satisfactory Continuing Control compliance (bus stop shelters, bike racks, etc.);
8. Conducts internal parts audits quarterly;
9. Conducts daily fuel reconciliation;
10. Ensure waste products are properly disposed of according to law and environmental guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of computer hardware, software and general concepts and capabilities; Knowledge of electronic equipment operations; Knowledge of system programming; Knowledge of FTA and TAM; Ability to learn comparable applications for other electronic equipment; Ability to understand complex oral and written material; Ability to communicate effectively, both orally and in writing, with both technical and non-technical staff; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Associates Degree in Computer Science, Computer Programming, Computer Engineering, Computer Information Systems, Information Management, Information Technology, Network Administration, Software Engineering;



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- OR: (B) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid work experience which included the implementation and maintenance of computer programs, including electronic equipment;
- OR: (C) An equivalent combination of training and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA-7/ 14		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category: Technicians	FLSA Code: OT Eligible	WC Code: 8810- Clerical	NYSLRS Job Code: 04200E
REVISION HISTORY: 03/22/22 11/16/22 01/21/24			