

FLEET/TRAFFIC AIDE  
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Transports police vehicles for service; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of police personnel-Traffic Unit, the incumbent drives police vehicles to the Town Highway garage for repairs, maintenance and routine service. Incumbent reviews daily auto inspection reports completed by police officers for automotive deficiencies (i.e.: problem with headlights, brakes), checks fluids (i.e.; oil, gasoline, window washer) and replenishes when necessary. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Transports police vehicles to and from various locations for service;

Cleans interiors of police vehicles;

Reviews daily auto inspection reports completed by police officers for deficiencies;

Maintain and inventory the police impound yard;

Assists in the release of impounded vehicles;

Transport, set up and removes barricades at traffic control points (i.e. parades, demonstrations);

Changes police vehicle tachograph charts daily;

Checks oil and fluid levels on vehicles and replenish same if necessary;

Fuels vehicles when necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to perform simple automotive maintenance duties (i.e.; cleaning, oil/fluid checks); ability to work from oral or written instructions; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.