



Seminole County Sheriff's Office

FLEET ANALYST

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 04/08/2022

Salary Range

\$17.96 - \$28.77 Hourly

Bargaining Unit

N/A

EEO

EEO4-Skilled Craft Workers

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Technical work in the proper installation, maintenance, programming, modification, and repair of emergency vehicle electronic equipment.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Installs, programs, maintains, troubleshoots, and repairs micro-processor controlled vehicular light bars, strobe lights, spot lights, sirens, and related warning systems; programs, maintains, troubleshoots, and repairs police radar and in car video equipment (digital and analog); troubleshoots, maintains, repairs, and removes emergency lighting equipment, sound generating equipment in vehicles.

Reads and interprets schematics, block diagrams, and line drawings. Prepares as-built drawings and sketches of devices, mounting assemblies, and mounted equipment, as required.

Prepares written records of work activities. Documents vehicle installations to facilitate future repair, maintenance, service, and removal activities. Maintains awareness of changes in vehicle and electronic equipment technology to assure installations are mutually compatible and do not compromise safe operation of either vehicle or device.

Constructs and modifies simple printed circuit board devices to produce special purpose circuits.

Maintains tool control and inventory. Maintains and organize the fleet repair shop and vehicle lift equipment including vehicle spare parts and equipment inventory. Ensures cleanliness and maintenance of repair shop and fleet lot.

Supervises trustees with daily tasks and operation of the wash rack.

Prepares Sheriff's Office vehicles for auction.

Minimum Qualifications

- High School Diploma/GED
- Two (2) years of technical or trade school specializing in electronics and micro-processor technology
- Two (2) years of experience in the repair and maintenance of electromechanical, electronic and micro-processor controlled systems used in vehicles; or an equivalent combination of related training and experience
- Must be able to successfully complete the Florida Sheriff's Association (FSA) approved course in Emergency Vehicle Technician (EVT) within six (6) months of employment
- Must possess and maintain a valid Florida Driver's License and have good driving record

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of general concepts and principles of electronics and microprocessor technology; of techniques, methods, procedures, and practices of installing, maintaining, troubleshooting, and repairing electronic warning and safety equipment in vehicles; of Ohm's Law, principles of AC and DC electricity, diagnostic and analytical tests needed to diagnose and troubleshoot electronic devices; of automotive wiring systems and related computer technology.

Ability to assemble and disassemble electronic equipment in remote field locations; to detect, diagnose, and repair non-transmitting equipment to the component level; to read and interpret schematic drawings, diagrams, blueprints, and other technical drawings of electronic equipment; to install equipment in confined spaces in vehicles; to use various hand and power tools; to correctly use electronic test and measuring devices and instruments; to prepare line drawings, sketches to document as-built devices, assemblies, and installations; to effectively communicate verbally and in writing; to establish and maintain effective working relations with co-workers, supervisors, and the public; to follow oral and written instructions.

WORKING CONDITIONS

The work environment for this position varies from day to day either in a sedentary office setting or outside walking or driving a vehicle. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer

Lifting-Able to lift 50 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Hearing/Talking- Requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio; exposure to outdoor noises, mechanical (hand tools) hazards, and electrical (electricity/electrical tools) hazards

Emotional/Psychological-Potential contact with hostile individuals; frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require working weekends, nights, and/or occasional overtime

Environmental-Exposure to confined spaces and varied weather conditions including extreme heat and wet conditions.