



## Seminole County Sheriff's Office

### FLEET MECHANIC

Class Spec Code: 1080

Established Date: 10/14/2020

Last Revised Date: 11/18/2022

Effective: 11/18/2022

#### Salary Range

\$24.17 - \$36.26 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Technical work assisting the Fleet Manager with the Sheriff's vehicle maintenance program.

#### 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.***

Assists in the development of preventative maintenance schedules and fleet repairs/warranty work with local vendors. Maintains repair records as required; automotive accessories and associated records.

Access vehicle information via computer.  
Orders and distributes inventory items.  
Secures repair estimates as needed

Obtains quotes from approved vendors as required.

Ensures that Sheriff's Office vehicles are outfitted with appropriate safety equipment. Removes and installs equipment for vehicles (light bars, sirens, cages).

Transports (transport, deliver, and pick-up) various Sheriff's Office vehicles.

Answers fleet related questions via telephone.

Prepares various reports as required.

Supervises trustees assigned to Sheriff's Administration Building.

### **Minimum Qualifications**

- High School Diploma or GED supplemented by vocational coursework in automotive mechanics
- Two (2) years in fleet repair operations
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License and be eligible to get a Class C license if required

### **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 vehicle repair operations and repair industry standards and practices.

Ability to prioritize daily work and to work independently; to communicate effectively and maintain good rapport with vendors and agency personnel.

### **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 25 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-***Occasional exposure to confined spaces and varied weather conditions including extreme heat and wet conditions