



Pasco Sheriff's Office
POSITION DESCRIPTION

Position Number: 2415/273

Retirement Class Code: HA (Regular Risk)

Class Title: Fleet Mechanic III

Type of Position: Civilian

Pay Grade: H50

Board of County Commissioners – Authorized

1. Workweek: Full-Time (40 hours bi-weekly)

2. FLSA: Non Exempt from overtime

3. EEO Category: 08 (Service Maintenance)

4. Department: Fleet Maintenance

5. Section/Org Code: Compensation; Org. Code 8380

6. Location: LOL

7. Job Summary: Responsible civilian position involving advance maintenance and repair of automotive/light truck and automotive type equipment, Also the position provides leadership and direction to other members of the service department. Responsible for furnishing own tools, as required, for this position.

8. Working conditions: Standard vehicle maintenance garage

9. Position reports to: Fleet Maintenance Manager

10. Position directly supervises: none

11. Education and Experience: Graduation from high school or possession of a GED certificate required, and/or a successful completion of an approved vocational school or technical training program preferred.

Possession of a valid Florida Driver's License at all times.

Possession of ASE Refrigerate Recovery and Recycling Section 609 preferred or obtained within a month of hire

Possession of 6 ASE certificates preferred or obtained within 1yr of hire

Eight Years of Experience in the repair of automotive type equipment may be used in lieu of vocational or technical training.

Hybrid experience a plus

An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted above

All Certificates need to be maintained or having the position reclassified to the next lower grade

Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

90% DUTY AREAS MECHANICAL: Illustrative Tasks:

Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas

Confer with customers to obtain descriptions of vehicle problems and to discuss work to be performed and future repair requirements

Perform routine and scheduled maintenance services, such as oil changes, lubrications, and tune-ups

Service vehicles to maintain functionality

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Inspect mechanical components of vehicles to identify problems
Test drive vehicles and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices
Repair or replace parts such as pistons, rods, gears, valves, and bearings
Repair or replace worn, damaged, or defective mechanical parts
Repair non-engine automotive or vehicle components
Rewire ignition systems, lights, and instrument panels
Rewire electrical or electronic systems
Align vehicles' front ends
Repair minor damaged automobile bodies
Overhaul or replace carburetors, blowers, generators, distributors, starters, and pumps
Repair and service air conditioning, heating, engine cooling, and electrical systems
As applicable, the member will properly install/remove two way radios, mounts, sirens, mobile data terminals, temperature monitoring systems, various types of antennae, emergency lighting, siren speakers and/or cellular phones in a variety of manners as required, including as appropriate, standard installations, patrol installations (marked vehicles) and disguised installations (unmarked vehicles).

10% DUTY AREA – GENERAL: Illustrative Tasks:

Member will complete time sheet,
Maintain work area
Participate in meetings and training.
Complete assignments as directed
Provide assistance to the public/agency members/other agency personnel
Assist with conducting supply inventory
If applicable, the member is available after regular work hours for over time, responding to "on-call" requests in a timely manner consistent with agency policies/procedures. If applicable, the member is available after regular work hours for over time, responding to "on-call" requests in a timely manner consistent with agency policies/procedures.

13. Associated knowledge, skills and abilities:

Knowledge of:

Intermediate to advance knowledge of automotive mechanics
Specialized tools and computer systems related to the job
Office policy and procedure manuals
Safety training and personal protection techniques/methods
Electricity/electrical currents
Hazardous materials handling /disposal regulations and techniques
Intermediate to advance knowledge of automotive, light and medium duty braking systems

Skilled in:

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Mechanical skills
Designing and fabricating special tools/fixtures
Utilizing specialized equipment /tools
Possess short/long term memory
Problem solving ability
Relate well to the public

Ability to:

Ability to clearly speak, understands, read, and legibly write English
Communicate effectively with staff members and general public
Listen and comprehend radio traffic
Calibrate various types of equipment
Comprehend and interpret instructions/schematics
Perform routine mathematical computations
Establish and maintain cooperative working relationships
Use independent judgment and make technical and professional decisions on a daily basis.
Plan, organize and bring assignments to completion.

MINIMUM PHYSICAL AND OTHER REQUIREMENTS:

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 1 hours per day
- Stand up to 6 hour per day
- Walk up to 2 hour per day
- Frequently lift up to 50 lbs.
- Frequently bend, squat, reach, kneel or twist.

Members must have:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Work shifts
- Work in hazardous conditions
- Valid Florida driver's license

14. Equipment or machines routinely used in this position: Agency vehicle, Tow Truck or lift, cell phone, telephone, agency computer, agency software programs; calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receive: Member will work under moderate guidance and supervision of the Fleet Manager.

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16. Review procedures: Member is evaluated according to program guidelines while participating in the appropriate training program. Once a member satisfactorily completes the required training, an MPR is required the date of hire. At least three weeks prior to the end of a member's probationary period, a final introductory MPR will be completed recommending "permanent status," an extension of probationary status, or "do not retain." Thereafter, if permanent status is granted, MPRs are required annually at the anniversary of the date of hire.

17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations.

18. Essential Tier Response:

Tier 1 – Key and Mission Essential: This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

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