

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FLEET TECHNICIAN I

**JOB CODE: 70023**

**PAY GRADE: 53**

**PAY RANGE: \$44,583 - \$64,645**

### GENERAL DESCRIPTION

Under the general direction of the Fleet Supervisor, members are expected to learn, develop, and perform the processes and procedures associated with general automotive maintenance, repair, and upfitting of vehicles and equipment. Upon successful demonstration of skill proficiency, attainment of required certifications, and approval by the Fleet Manager, the member will be eligible for a Fleet Technician II position. Technicians are required to exercise good judgment and individual initiative in handling routine work and special assignments. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Inspects, diagnoses, repairs and performs preventative maintenance on various types of automotive and related equipment
- Provides accurate status reports; requests parts and materials and equipment as required for the efficient performance of assigned repair work
- Uses manuals and schematics in servicing vehicles and equipment and ordering of required parts
- Maintains work areas and various shop equipment
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary



## QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Six (6) months' work experience in the maintenance and repair of automotive or other mechanical equipment
- Must pass the tests for the following ASE certifications\* within one (1) year of hire date:
  - Brakes
  - Steering and suspension
- Must have ample personal tool inventory to efficiently perform required installation and maintenance services
- Must possess a valid Florida driver's license

\*Upon passing tests and obtaining 2 years' experience member will be promoted to Fleet Technician II

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledgeable of the occupational hazards and safety precautions of the trade
- Ability to learn and become knowledgeable in the repair of gasoline and diesel engines; possess a good working knowledge of the fundamental operations of each and how they apply
- Ability to understand operating principles of electrical and mechanical systems and components found on engine powered vehicles and equipment
- Ability to diagnose, locate, define, adjust and/or repair major defects in vehicles and equipment and to make necessary repairs within time limits recognized as industry standards
- Ability to understand the diagnostic equipment utilized for computer controlled automotive systems
- Ability to use the computerized fleet maintenance system
- Ability to comprehend, acknowledge, and carry out oral and written instructions
- Ability to maintain accurate and complete work order records and to concisely record time, parts and other pertinent information
- Ability to accurately read part numbers, labels, and write neatly and legibly
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

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

- Overhead lift and carry objects weighing up to 60 lbs.
- Identify the color of coded wires and parts and use the color computer terminal screen
- Sit up to 1 hour per day
- Stand up to 6 hours per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up 25 lbs.
- Occasionally lift up to 75 lbs.
- Occasionally climb
- Continuously bend, squat, reach, kneel and twist

## WORKING CONDITIONS

- Slippery walking surface due to water, oil and other lubricants occasionally spilled on work floor surface in shop area
- Possibility of bodily injury due to lifting of heavy items, reaching for items on upper shelves, occasional slippery floors
- Loud noise in workplace due to frequent use of power impact tools, engines and other power tools
- Dust and dirt generated by repairs in an open facility
- Possible nauseous fumes from gas and diesel engine exhaust and solvent cleaning products
- Exposure to oil and grease