

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FLEET SHOP ASSISTANT

**JOB CODE: 70001**

**PAY GRADE: 08**

**PAY RANGE: \$33,762 - \$54,019**

### GENERAL DESCRIPTION

Under the direction of a Fleet Supervisor, this position is responsible for the performance of basic support functions related to fleet maintenance. This position requires interaction with multiple levels of personnel throughout the agency and will be required to represent the division and agency in a professional manner at all times. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Transports vehicles and equipment to various locations, such as other campuses, break-down sites, dealerships, or repair shops;
- Picks up repair parts from dealerships, other campuses, or vendors;
- Performs a weekly "site map," identifying pending re-issue and auction vehicles, and keeps database updated;
- Dismantles and removes equipment and decals from retired agency vehicles in order to prepare for auction;
- Monitors scrap metal from all fleet locations and transports to disposal facility;
- Inspects, maintains, and tracks any required vendor maintenance for in-house car wash equipment and on all fleet shop equipment;
- Performs minor miscellaneous mechanical repair tasks, such as removing and changing flat tires, replacing vehicle batteries, or performing battery jumps;
- Operates agency-owned roll back wrecker, forklift, and other essential shop equipment;
- Supports Fleet Technicians as directed;
- Maintains a clean, safe, and organized work area, sweeping and mopping floors and performing any other cleaning duties required;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

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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. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education
- Experience working in the vehicle maintenance industry preferred
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to safely and efficiently operate an agency-owned roll back wrecker within six (6) months of employment
- Ability to safely operate a forklift
- Ability to operate basic tools and shop equipment
- Ability to operate a grinder for the removal of vehicle decals
- Ability to operate a computer
- Time management skills and ability to work independently
- 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:

- Stand up 2 hours per day
- Walk up to 5 hours 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.
- Continuously bend, squat, reach, kneel, and twist
- Frequently climb