

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



MARINE AND ENVIRONMENTAL TECHNICIAN ASSISTANT

JOB CODE: 61500	PAY GRADE: 08	PAY RANGE: \$33,762 - \$54,019
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GENERAL DESCRIPTION

Under the direction of the Marine and Environmental Lands Unit Sergeant, this position is responsible for the performance of basic support functions related to vessel, all-terrain vehicle and marine facility maintenance. In addition, this position serves as a mechanical apprentice to the Marine and Environmental Lands Unit Fleet Technician, learning basic outboard motor maintenance, all-terrain vehicle maintenance and basic generator 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, vessels and equipment to various locations, such as other campuses, break-down sites, dealerships, repair shops and marinas;
- Picks up repair parts from dealerships, other campuses or vendors;
- Dismantles and removes equipment and decals from agency vessels and equipment in order to prepare for maintenance or auction;
- Performs minor miscellaneous mechanical repair tasks, such as removing and changing trailer tires, replacing vessel batteries and minor non-mechanical vessel and trailer repairs;
- Operates agency owned forklift and other essential shop equipment;
- Supports the Marine and Environmental Lands Unit Fleet Technician as directed;
- Maintain, wash, wax and detail agency owned vessels, trailers and all-terrain vehicles;
- 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.

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

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 marine/vessel maintenance industry preferred, but not necessary
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to safely operate a forklift
- Ability to trailer large vessels and other equipment
- Ability to operate basic tools and shop equipment
- 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 or time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Stand up to 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 to 25 lbs.
- Lift up to 75 lbs.
- Continuously bend, squat, reach, kneel and twist
- Frequently climb