HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Fleet Service Specialist

Job Code: W5008
Pay Grade: WH
Pay Scale: $19.86-$30.30 Hourly; $41,308.80-$63,024.00 Annually
Exempt: No

OVERVIEW

Facilitate and maintain vehicle readiness through coordinating and analyzing automotive equipment repairs and maintenance requests to determine proper courses of action; transport vehicles and ensure that they are clean while engaging in troubleshooting and superficial vehicle repair; and maintain work-order data and track vehicle issuance.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee the service writing area to ensure that service to customers is prompt and efficient.
- Transport vehicles to and from storage, maintenance and car wash areas; and clean interior and exterior of vehicles or oversee trustees who clean vehicles.
- Analyze automotive equipment malfunctions described by customers to determine required repairs, maintenance, or other possible courses of action; and schedule vehicle related maintenance and repairs to ensure the vehicle is returned to service in a timely manner.
- Assign work to available mechanics based on individual qualifications and workload.
- Contact customers to discuss additional repairs, repair status, equipment pick up, and other related matters; and arrange and complete required documents for rental or loaner vehicles to customers when appropriate for type and duration of service being provided.
- Review completed work-orders to ensure correctness and accuracy of changes; enter and update records; make arrangements for the return of vehicles or equipment to customers; and close work orders.
- Assist with the temporary assignment of new, reassigned, or unassigned vehicles to requesting areas and/or employees.
- Prepare and maintain work-order data, provide information to mechanics, and inform customers of billing costs.
- Track equipment maintenance and repair service history using computer system and applications to determine costs effectiveness and makes appropriate recommendations.
- Arrange for servicing and transportation of equipment under warranty with outside vendors, and maintains records of related invoices.
- Order and maintain spare parts inventory.
- Dispatch Sheriff's Office owned tow vehicles or coordinate a private tow service to transport disabled vehicles.
- Perform other related duties as assigned.

KNOWLEDGE & ABILITIES

- Some knowledge of automotive equipment troubleshooting methods and techniques.
- Some knowledge of the design and operation of modern gasoline and diesel engines, systems, components and accessories.
- Some knowledge of automotive equipment parts, prices, and reference sources.

- Working knowledge of local road networks.
- Ability to prepare and maintain maintenance records.
- Ability to safely operate a motor vehicle.
- Ability to prioritize work.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability and willingness to work day or night shifts.

SKILLS

- Following Instructions
- Proactive Behavior
- Cooperative Work
- Professional Etiquette
- Disciplined Execution
- Work Order Management

WORKING CONDITIONS

- Work at various buildings and facilities within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand or sit at a workstation for prolonged periods, walk long distances, and ascend/descend ladders as needed.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Verifiable experience in the repair and maintenance or repair assessment of sedans and light-duty trucks.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United

States Coast Guard, National Guard, or Reserve Forces.

- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.