



**Charles County Sheriff's Office
Job Description**

Approved:

Date:

Job Title: Fleet Technician Specialist
Unit: Fleet Services
Section: Property Management Section
Division: Special Services Division
Bureau: Administration
Reports To: Commander, Property Management
FLSA Status: Non-Exempt
Prepared By: K. Burrows
Prepared Date: August 2019
Salary Level: Grade 10
Scale: 1

SUMMARY:

This **operational** position is responsible for work related to troubleshooting, installing, maintaining, removing, and repairing the electronic and electrical equipment on Agency emergency vehicles. Duties involve working with other technical employees and vendors, to include inspection of completed work and providing technical and mechanical assistance. The employee is responsible for diagnosing and repairing deficiencies, verifying proper performance, and general light mechanical vehicle maintenance. The employee receives supervision from, and reports directly to, the Fleet Maintenance Supervisor. Work is evaluated through observations, conferences, and reports.

ESSENTIAL DUTIES:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted or changed at any time at the direction of management, formally or informally, verbally or in writing.

Install, maintain, repair, and/or remove conventional mobile radio equipment (antennas, speakers, cables, microphones, control heads, consoles, etc.).

Install, maintain, repair, and remove emergency and warning light systems on Agency and County vehicles. Maintain and repair sirens, speakers, and associated equipment. Design and construct parts, as necessary.

Install, monitor, repair, and remove miscellaneous electrical and electronic equipment, such as spotlights, medical equipment, tactical equipment, chargers, and non-traditional emergency lightning.

Perform technical and repair support to in-car mounted Mobile Data Terminals (MDTs), coordinating work with MIS personnel.

Install and troubleshoot mobile digital video recorders and maintain an electronic tracking of repairs.

Prepare and maintain maintenance records and reports utilizing automated recordkeeping and identifying trends in emergency vehicle equipment and repairs

Coordinate equipment requirements and repairs with police officers.

Perform minor general mechanical repairs on Agency and County vehicles, such as the replacement of fuses, batteries, headlights, windshield wipers, wheel covers, and repairs to interior/exterior trim, door locks, and window switches.

Conducts and maintain inventory of shop materials and related inventory.

Review and supervise the work of outside vendors performing installation(s) or service on Agency and County vehicles.

Open and secure work facility and inspect for safe conditions.

Attend and participate in various meetings and training sessions, as required.

Perform other related duties, as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS:

Knowledge of the principles and methods, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.

Knowledge of methods, material, tools, and standard practices of the Automotive Technicians trade.

Knowledge of vehicle engines, parts, and systems, including their design, uses, repair, and maintenance.

Knowledge of the principals of electricity, electronics, computer systems, sensor operations, and actuators operations.

Knowledge of the operation and repair of various control applications, including but not limited to, engine controls, dashboard instrumentation, switching and lighting controls, siren drivers and speakers, and all control systems generally associated with emergency vehicles.

Skill in technical problem solving using knowledge acquired through formal training and work experience to perform tasks and evaluate the needs of the assignment.

Skill in the care and use of hand and power tools used in all phases of automotive repair and maintenance, as well as high tech diagnostic tools used to determine defects in automotive equipment.

Ability to troubleshoot, diagnose, analyze, and identify system malfunctions to determine the source and cause of problems.

Knowledge of safe vehicle wiring practices and wiring for high current, sophisticated emergency vehicle wiring systems.

Ability to understand, interpret, and utilize information found in technical materials, rules, regulations, instructions, reports, charts, and graphs or schematic diagrams.

Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Ability to complete forms/paperwork in a legible manner.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Ability to utilize a high level of discretion, good judgment, and confidentiality.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to organize and determine priorities of diverse assignments.

Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.

Ability to read and comprehend various documents.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.

Ability to recommend and present innovative solutions to problems.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to learn and apply training provided by the Agency or designated agency.

Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules and regulations.

Ability to comprehend and retain old and new information, received both orally and in writing.

Ability to move heavy objects (50 lbs. or more) distances of 20 feet or less.

Ability to lift arms above shoulder level to install and remove parts or components.

Ability to bend, stoop, or remain standing for extended periods of time.

Ability to make skillful, controlled manipulations of small objects and/or tools to make repairs or install equipment.

Ability to climb a step stool or stoop down to reach file drawers just above or below arm level.

Possess a valid driver's license.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

EDUCATION and/or EXPERIENCE:

Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.

Three to Five years of full performance automotive technician experience working on a broad range of automotive and light duty vehicle equipment, including the installation, troubleshooting, repair, and maintenance of specialized emergency vehicle equipment.

GENERAL CHARACTER REQUIREMENTS:

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills. Any criminal conviction/arrest may be grounds for disqualification.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed at the Audie Lane fleet services shop and requires physical activities related to the maintenance and repair of vehicle.

Some work is performed in an office setting with persistent interruptions and the need for immediate decisions.

Must work safely without presenting a direct threat to self or others and perform all maintenance and repairs in a safe manner following applicable guidelines, procedures, and OSHA regulations.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications or computer network.

Maintain proper care and maintenance of equipment and facilities.

May stand exposed to weather elements and temperature extremes when working outdoors. May also be exposed to hazardous conditions.

Exhibit and maintain professional decorum at all times.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Read computer screens and be able to distinguish colors.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

Must work on-call, overtime, and temporary assignments when deemed necessary by the Agency.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.