



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PART-TIME FLEET TECHNICIAN

Division:	Special Services
Section:	Property Management
Pay Grade:	1H
FLSA Status:	Non-Exempt
Classification:	Part-Time
Updated on:	December 2023

JOB SUMMARY

This **part-time** civilian 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, reports, and feedback from the Fleet Technician Specialist.

ESSENTIAL JOB FUNCTIONS

- Performs minor general mechanical repairs on Agency vehicles, such as the replacement of fuses, batteries, headlights, windshield wipers, wheel covers, and repairs to interior/exterior trim, door locks, and window switches.
- Assists with installing, maintaining, repairing, and/or removing conventional mobile radio equipment (antennas, speakers, cables, microphones, control heads, consoles, etc.).
- Assists with installing, maintaining, repairing, and removing emergency and warning light systems on Agency vehicles.
- Assists with maintaining and repairing sirens, speakers, and associated equipment.
- Designs and constructs parts, as necessary, under the supervision of the Fleet Technician Specialist.

- Assists with installing, monitoring, repairing, and removing miscellaneous electrical and electronic equipment, such as spotlights, medical equipment, tactical equipment, chargers, and non-traditional emergency lightning.
- Opens and secures work facility and inspect for safe conditions.
- Prepares and maintains maintenance records and reports, as directed.
- Coordinates equipment requirements and repairs with police officers.
- Attends and participates in various meetings and training sessions, as required.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). Two (2) years of 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.

Licenses or Certifications:

- Must possess a valid driver's license.

Special Requirements/Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

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

- 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.
- Ability to 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.
- Ability 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.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to 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 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.
- Ability to 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.
- Ability to maintain proper care and maintenance of equipment and facilities.
- Ability to maintain professional decorum at all times.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of reading computer screens and be able to distinguish colors. Work is performed at the Audie Lane fleet services shop and requires physical activities related to the maintenance and repair of vehicle. Must have able to move heavy objects (50 lbs. or more) distances of 20 feet or less; lift arms above shoulder level to install and remove parts or components; bend, stoop, or remain standing for extended periods of time; make skillful, controlled manipulations of small objects and/or tools to make repairs or install equipment; climb a step stool or stoop down to reach file drawers just above or below

arm level; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed in garage setting with persistent interruptions and the need for immediate decisions. May stand exposed to weather elements and temperature extremes when working outdoors; and hazardous conditions.