Polk County Sheriff's Office Job Description
1327 Fleet Specialist
August 5, 2005, Revised April 7, 2008

Position Concept:
The Fleet Specialist is responsible for a wide and diverse number of functions essential in the timely support of the Polk County Sheriff's Office Fleet Services Section. The member provides Customer Service for the members, vendors, and the community, and performs operations, technical administrative duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Fleet Specialist may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:
- Maintain computerized inventories
- Monitor movement of stocked parts
- Monitor new/present vehicles and equipment
- Maintain and secure all confidential vehicle records
- Coordinate with Legal Affairs for impound and seized vehicles
- Maintain documentation n on vehicle auctions and other disposal actions
- Maintain records pertaining to vehicles
- Order/maintain parts and supplies
- Document transactions
- Maintain inventory levels
- Process/maintain insurance program
- Maintain and process titles
- Order and track body repairs
- Order/issue/track license plates and tags
- Conduct special inventory counts
- Conduct research for parts and supplies
- Administer parts/supply contracts
- Provide customer service
- Maintain appointments for service
- Receive/resolve problems/complaints
- Advise customers of problems
- Notify customers for pick-up
- Prepare reports

Education, Professional Certification or License:
- High School or GED
- Valid Florida Driver's License

Professional Experience:
- Experience in automotive service and repair trade preferred
- Experience in modern warehousing and inventory control preferred
- Demonstrated proficiency of keyboarding 35 words per minute with no more than 5errors

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Status: [X] Civilian [ ] Sworn [ ] Certified

Blood and Viral Pathogen Risk: [X] Minimal Risk [ ] Foreseeable Risk

Environmental Conditions:

- Works in office setting with moderate stress

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Automotive service and repair
- Modern storeroom procedures
- Inventory practices
- Inventory items and location
- Appropriate documents
- Appropriate forms
- Office supplies
- *DHSMV procedures
- PCSO facilities and locations
- Contracts
- Software

Ability to:

- Read and write English
- Work independently
- Operate office equipment
- Perform research

Skills:

- Computer
- Communication
- Keyboarding
- Documentation
- Telephone
- Interpersonal
- Problem solving
- Good organizational
- Secretarial
- Basic mathematical
- Basic English grammar
- Scheduling
- Customer service
- Observation

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Lift/drag 35 lbs.
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk

For additional information on this position refer to the Job Task Analysis.

*DHSMV: Department of Highway Safety and Motor Vehicles