

Polk County Sheriff's Office Job Description
1709 Fleet Services Mechanic

March 01, 1994, Revised October 9, 2006

Position Concept:

The Fleet Services Mechanic performs operations, technical and administrative duties for the Fleet Services Section.

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 Services Mechanic 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:

- Supervise trusties
- Perform shop maintenance
- Loan out vehicle
- Prepare impounded vehicle for release
- Maintain stock and inventory
- Maintain spare units
- Function as on call mechanic
- Perform automotive maintenance and repair
- Utilize diagnostic equipment
- Perform emergency equipment repair and installation
- Perform removal of equipment
- Perform maintenance on other equipment
- Process work orders

Education, Professional Certification or License:

- High School or GED
- *ASE certified mechanic preferred

Professional Experience:

- Prior experience as mechanic

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Outdoor work in temperature extremes

Required Skills and Knowledge:

Knowledge of:

- Safety procedures
- PCSO policy and procedures
- Florida State Statutes/impounded vehicles
- Inventory
- Section needs
- Diagnostic equipment
- Automobile repair
- Emergency equipment
- Office supplies
- Appropriate forms

Ability to:

- Operate a variety of vehicles
- Operate office equipment
- Read and write

Polk County Sheriff's Office Job Description 1709 Fleet Services Mechanic

Skills:

- Basic housekeeping
- Interpersonal
- Mechanical
- Supervisory
- Mathematical

Physical Requirements:

- See at a normal range or with accommodation
- Hear at a normal range or with accommodation
- Speak English understandably
- Manual dexterity
- Walk
- Stand for long periods
- Sit for long periods
- Bend/squat
- Kneel
- Lift 100 lbs.
- Stoop
- Ambulate independently

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

*ASE: Automotive Service Excellence