

Hendry County Sheriff's Office

Job Description - Listing

POSITION: Fleet Maintenance Technician

ID	Statement	Performance Standard
TASK		
ALL0000	The tasks addressed in each job description are considered unique to the position, however, the position is not limited to only those tasks listed in each job description. Additional tasks/assignments may be assigned as needed.	The member will perform all job tasks in accordance with agency policies and regulations.
ALL1000	Complete assignments/special projects as directed	The member will successfully complete all assignments and/or special projects to specifications as directed and within the specified time frame, budgetary requirements (if applicable), and applicable
ALL1001a	Maintain work areas	The member ensures that their work area is clean, organized, safe and presentable in accordance with agency policies and procedures.
ALL1009	Report found or potential safety, maintenance, or non-compliance issues	The member immediately reports identified or potential maintenance, safety, and/or non-compliance findings, hazards, and incidents to the fleet manager. The member accurately and thoroughly documents the incident/findings and responds as directed or as required.
FM8062d	Prepare vehicle for auction	The member inspects vehicle to ensure that personal effects are removed prior to the vehicle going to auction; record vehicle VIN number and odometer reading, and assign work orders to personnel to repair crash damage and remove equipment.
FM8064	Maintain/update P.O./invoice log	The member accurately records all purchase orders and received invoices in the PO/Invoice log, updating the log as required.
FM8065	Update automated inventory program as required	The member accurately enters all ordered parts and supplies into the inventory program, ensuring that the inventory program data are current and reliable.
FM8066a	Schedule vehicle maintenance appointments	The member schedules vehicle maintenance appointments ensuring that there are no scheduling conflicts and all required maintenance parts/supplies are available prior to the scheduled appointment.
FM8066c	Track service appointments for oil changes	The member maintains accurate and up to date records of service appointments for oil changes.
FM8068b	Maintain adequate stock levels of parts/supplies	The member ensures that regularly used supplies and parts do not fall below a specified level. Parts and supplies are ordered on a regular basis or as needed.

FM8076b	Store parts/supplies	The member stores all appropriate parts and supplies in an orderly fashion that facilitates ready retrieval and conforms with established agency inventory
FM8082a	Perform vehicle preventative maintenance	The mechanic will correctly check and maintain or replace all fluid systems, filters, steering gear, fuel pumps/injectors/carburetors, starters, generators, alternators, cooling/exhaust systems, lights, brakes, and safety equipment to ensure proper operational status of the vehicle in accordance with agency policy prior to release
FM8082d	Change/rotate/balance tires	As needed, the member changes, rotates, and balances tires.
FM8088	Transport vehicles	The member will safely transport vehicles to and from dealerships, vendors, between district stations and/or as otherwise directed by the fleet manager in accordance with agency policies/procedures. The member will operate the vehicle in a courteous manner and will obey all posted road signs and rules/laws of the road while operating an agency owned vehicle.
FM8095	Provide roadside assistance	Given an agency four (4) wheel drive or wrecker, the member will make service calls and emergency field repairs in a timely manner and in accordance with agency policies and procedures.
FM8201a	Prepare/assist in preparation of vehicles for painting	The member will prepare/assist in the preparation of agency owned vehicles for painting in accordance with established procedures, efficiently and properly performing all associated tasks in a timely manner, including as applicable, dent repair, removal of antennas, masking of non paintable areas, and/or performing other related tasks as required.
FM8201d	Perform minor repair of interior/exterior damage	The member performs minor repairs of damage to vehicle interiors/exterior caused by routine wear and tear, inmate abuse, rust and/or water leaks, including as appropriate, repairing and/or replacing door locks, repairing or replacing trim work, re-installing interior mirrors, removing minor dents and/or performing any other necessary and authorized minor repairs as deemed appropriate. All repairs are properly completed in a timely manner and in accordance with established practices/procedures.
FM8408	Notify supervisor of vehicle accident/damage	The member will immediately notify their supervisor when damage has occurred to their agency owned vehicle or when it has been involved in an accident. The member will also properly complete any associated paperwork within the established timeframes.
FM8417b	Notify vehicle operator to pick up repaired/serviced vehicle	Once a vehicle has been repaired/serviced and inspected, the member contacts the vehicle operator in a timely manner to pick up the vehicle.

POLICY

PL1000	Accepts supervision, direction, feedback, and guidance	The member responds to supervision, guidance, direction, and feedback of superiors in a positive, receptive manner and in accordance with agency policies.
PL1001	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with agency policies.
PL1002	Abide by Code of Ethics	The member will conduct him/herself in an ethical and professional manner, abiding by the established code of ethics as stipulated in the G.O. Manual.
PL1003	Leave and Attendance	The member will follow all leave and attendance related policies/procedures, including, but not limited to arriving on time, working the entire shift, submission of vacation and personnel requests, notification of supervisor regarding absence from work due to illness or untimely incidents.
PL1004	Contact with public	The member demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL1006	Operation and care of equipment	The member properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters and in accordance with agency policies.
PL1007	Human diversity awareness	The member demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.
PR1002i	Self initiated activity	The member demonstrates self initiated activity in order to contribute to goal achievement consistent with agency vision pursuant to agency policies.
PR1025b	Organizational skills	The member demonstrates adequate abilities in developing and revising organizational workflow utilizing established organizational development models, tools and techniques to optimize output and achieve the identified goals and objectives.
PR1032f	Ability to utilize specialized equipment/tools	The member is able to demonstrate proficient use of all required and/or specialized equipment/tools in a safe and effective manner and within manufacturers specifications.
PR1032g	Mechanical skills	The member has the ability to correctly identify, troubleshoot, repair, and replace broken, faulty, or worn-out parts, components, and other equipment.
PR2900p	Ability to comprehend and interpret instructions/schematics/blueprints	The member demonstrates adequate skills in interpreting, comprehending, translating, and following complex instructions, blueprints/schematics/technical drawings that may be required to perform the specific tasks associated with
PR4001b	Time management skills	The member efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR4002	Knowledge of organizational structure	The member is able to describe in detail the organizational structure and function of all agency

units/departments/bureaus.

EVALUATION FACTORS

PD1000b	Accountability	Meets Standards – Embodies the required, professional ethical standards of the agency. Demonstrates consistently reliable attendance, performance and competency. Accepts responsibility for actions and performance. Does not tolerate unethical, dishonest behavior or incompetent performance in other employees. Needs no coaching
PD1000d	Innovation	Meets Standards – Embraces new ideas and methods to enhance performance. Values change that brings improvement. Embraces reasonable risk taking and innovation. Favors challenging the status quo when improvement is likely. Needs no coaching or correction.
PD1000e	Appearance and Bearing	Meets Standards – Meets Departmental Standards regarding grooming/attire/wear of the uniform and physical workspace and equipment. Never dirty, or poorly groomed. Attire, uniform and/or equipment in good repair. Projects a professional image through outward demeanor, carriage and conduct. Requires no coaching or correction
PD1000h	Problem Solving/Decision Making	Meets Standards – Uses available information, resources and experience, to make timely, fair and sound decisions. Consults with others as necessary. Is patient and empathetic. Requires no coaching, counseling or correction.
PD1000k	Special Projects	Meets Standards – The employee meets the specified performance criteria.

GOALS

G1000a	Career development goal	The member has achieved the specified goal.
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