



BUFFALO COUNTY SHERIFF'S OFFICE JOB DESCRIPTION

JOB TITLE: BUFFALO COUNTY FLEET TECHNICAIN

Description of Duties:

The Fleet Technician of the Sheriff's Office under the general direction of the Chief Deputy, plans, organizes and directs activities related to the outfitting, servicing, operation, maintenance and repair of Department vehicles, equipment and mobile technology; coordinates and directs personnel and technology resources to assure smooth and efficient operation while implementing fleet-wide upgrades or changes.

Minimum Qualifications:

- High School diploma or equivalent
- Training and/or work experience in auto mechanics and vehicle maintenance
- Training and/or work experience in installation, service, and maintenance of mobile technology products and emergency electronic equipment preferred
- Valid driver's license and good driving record
- Ability to successfully pass a criminal background check.
- No felony convictions unless pardoned by Governor. No domestic abuse convictions.
- Ability to possess a firearm

Portage County Sheriff's Office Position Description

Classification	Fleet Technician		
Department	Sheriff's Office	Union	Non-represented
Division	Operations/Support Services	Date Duties Began	
Regular Hrs or Shift	Flexible		

Position Summary:

The Fleet Technician of the Sheriff's Office under the general direction of the Property Sergeant, plans, organizes and directs activities related to the outfitting, servicing, operation, maintenance and repair of Department vehicles, equipment and mobile technology; coordinates and directs personnel and technology resources to assure smooth and efficient operation while implementing fleet-wide upgrades or changes.

Supervision Received by: Chief Deputy.

Supervision Exercised: None.

Essential Functions: The following duties are normal for this position.

1. Plan, organize and direct activities related to the procurement, servicing, operation, maintenance and repair of County vehicles; establish and maintain priorities, time lines and records; assure vehicle-related functions comply with established laws, codes and policies.
2. Coordinate and direct personnel and resources to meet County vehicle needs and assure smooth and efficient law enforcement activities; confer with various County departments concerning vehicle needs and issues; assure proper and timely resolution of related problems and conflicts; direct garage activities to assure County vehicles are maintained in safe and proper operating condition. Schedule regular preventative maintenance. Arrange for appointments with repair shops for body work, recalls, and other problems that cannot be handled by the Fleet Technician. Deliver cars to the contracted repair shops for maintenance and pick them up with the assistance of Sheriff's Office personnel when necessary.
3. Participate in and direct the installation and removal of law enforcement equipment in Sheriff's Office vehicles; perform vehicle and law enforcement equipment repairs and replacements without having to take the vehicle to another facility for service. Work directly with Chief Deputy and Communications Lieutenant concerning equipment and installation in new cars, equipment removal and disposition of old cars.
4. Monitor, evaluate and determine priority of vehicle maintenance, servicing and repair projects; review the work of mechanics and outside vendors to assure compliance with established standards and guidelines.
5. Participate in or direct off-site maintenance, repair and recovery functions for roadside vehicle malfunctions.
6. Monitor and evaluate County vehicle maintenance, servicing and repairs to determine financial effectiveness and operational efficiency.
7. Provide consultation to County personnel and others concerning vehicle maintenance, repair, technology, procurements and projects, assist in the formulation and development of policies and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information when necessary.
8. Maintain an inventory of parts and tools. Coordinate equipment, material and supply purchases as appropriate and reconcile on a monthly basis. Abide by annual budget for vehicle maintenance, outfitting, repair, tools, parts and servicing. Work with Chief Deputy to coordinate sale or donation of used equipment.
9. At the discretion of the Sheriff, may perform these duties for other agencies.

NOTE: The successful applicant must be able to perform ALL of the above functions unassisted and at a pace and level of performance consistent with the actual job performance requirements.

Description of Duties:

A. Fleet Maintenance:

1. Initial diagnosis of vehicle maintenance or repairs using visual inspection or road test to determine repair priority.
2. Monitor mileage on all vehicles to plan maintenance schedules
3. Prioritize maintenance and repair order.
4. Arrange for appointments in accordance to availability of Highway Department or other outside vendors.
5. Arrange for suitable means of transportation for effected County personnel.
6. Assure reasonable timelines for maintenance, repairs and outfitting.
7. Guard against unnecessary repairs.
8. Establish and maintain records on each vehicle.
9. Verify, approve and correct invoices for payment.
10. Direct mechanics and outside vendors to comply with established laws and Department standards.
11. Assure County vehicles are maintained in safe and proper operating condition and road tested.
12. Deliver cars to the Highway Department or outside vendor for maintenance, repair or outfitting and pick them up with the assistance of Sheriff's Office personnel when necessary.
13. Provide specific vehicles to outside vendors at the LEC at scheduled times.

B. Fleet Changeovers and Outfitting

1. Work with the Chief Deputy and Communications Lieutenant in regards to the yearly process of considering the type and numbers of new vehicles to be purchased, to whom they are assigned and what purpose they perform.
2. Evaluate each vehicle for priority of replacement, maximum fleet performance and economy.
3. Remove emergency equipment from out of service vehicles and make vehicle ready for sale.
4. Outfit new vehicles with new equipment or equipment that was removed from a vehicle taken out of service.
5. In-house installation of police vehicle equipment in accordance with personnel schedules and preferences in such a manner as to keep the maximum level of fleet vehicle availability.
6. Follow uniform standards in engineering the standard patrol vehicle or more specialized vehicles such as pickups, SUV's and detectives cars, Command Post, Emergency Services Unit Vehicle and other specialty vehicles.

7. Outsource some vehicle outfitting and monitor to ensure adherence to fleet standards as budget allows.
- C. Mobile Video Systems:
1. Manage installation, implementation, vendor negotiation and technical support of mobile video systems.
 2. Video evidence extractions and continued maintenance and administration of current and future in-car video systems.
 3. Mobile unit hardware, firmware and network configuration as well as software installations for workstations,
- D. Mobile Computers:
1. Ensure each vehicle's mobile computer mobile power supply and connection with docking station.
 2. Maintain initial connectivity of vehicle modem, Net Motion, and mobile data systems.
 3. Check GPS connectivity and port assignments in both Windows, and mobile data systems.
 4. Work with IT department to solve other computer problems.
 5. Replace faulty vehicle modem or GPS hardware when necessary.
 6. Implement MDC software upgrades when practical.
- E. Roadside Repair:
1. Offer emergency roadside assistance or diagnostics to any department vehicle.
 2. Replace dead batteries, flat tires, repair coolant leaks or broken belts on site.
 3. Participate or assist in getting the vehicle to a specific service center for repair.
- F. Fleet Technology Initiatives:
1. Responsible for the systematic removal of older systems and reinstallation of next generation devices in a manner that does not interfere with fleet effectiveness.
 2. Consideration to the existing electronics and hardware as well as the availability of fleet vehicles as to efficiently implement fleet wide changes in equipment.
 3. Understand basic and secondary principals of how the new technology should function.
 4. Cultivate a professional relationship with outside vendors in order to solve problems and proceed with any transition as smoothly as possible.
- G. Small Engines:
1. Responsible for maintenance, outfitting, winterization, and fair weather preparation of ATV, six wheel utility vehicle, Utility Task Vehicle (UTV), generators and any other equipment of the department.

2. Trailer maintenance and repairs.
3. Prepare and load the this equipment for occasional other agency use.

H. Knowledge, Skills, and Abilities

- Knowledge of engines, automotive related technology and general principles of direct current electricity and electrical components.
- Knowledge of preventative maintenance for automobiles, small engines and other rescue equipment.
- Ability to plan, organize and direct activities related to the maintenance and repair of County vehicles.
- Ability to coordinate and direct personnel and resources to meet County vehicle needs and assure smooth and efficient law enforcement activities.
- Ability to evaluate and determine priority of vehicle maintenance repair projects and fleet-wide initiatives.
- Ability to operate and repair radar units, police radios and other emergency equipment.
- Ability to keep accurate records and inventories.
- Ability to represent the Sheriff's Office for vehicle warranties, recalls and financial transactions.
- Ability to assure optimal pricing and quality of equipment and repairs for vehicles and emergency equipment.
- Ability to handle several tasks simultaneously.
- Ability to use and understand standard law enforcement equipment.
- Ability to verify, approve and correct vendor invoices and reconcile purchases on a monthly basis.
- Ability to operate mechanical tools and perform physical hard labor.
- Ability to assure adequate fleet vehicle levels to meet law enforcement needs.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with other departments and outside vendors.
- Ability to operate a computer and assigned office equipment.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to meet schedules and time lines.
- Ability to work independently with little direction.
- Ability to utilize proper verbal and written communication skills and clear and concise speech.
- Ability to speak, read, and write the English language.

I. Minimum Qualifications:

- High school diploma or equivalent.
- Training and/ or work experience in auto mechanics and vehicle maintenance.
- Training and/ or work experience in installation, service, and maintenance of mobile technology products and emergency electronic equipment is preferred.
- Must hold valid Nebraska driver's license with good driving record.

- Successful candidate must pass a criminal background check.
- No felony conviction. No domestic abuse convictions. No serious Misdemeanors.
- Ability to possess a firearm.

J. Physical demands of the position:

- Must be able to meet the physical requirements of the position.
- Must be able to work in small spaces.
- Must be able to perform work from a standing position for periods of one hour or more during a shift.
- Some heavy lifting over 25 pounds may be required.

K. Tools and Equipment Used:

- Hand tools, multi-meter, diagnostic tools, power tools, squad car, mechanics truck, speed detection equipment, mobile emergency equipment, mobile and portable radio, video equipment, video equipment administrative software, video extraction software, flashlight, telephone, computer, copy machine, fax machine, and calculator.

L. Work Environment:

- Position includes working equal time in a mechanics garage environment and office setting. It could include working with smoke, fumes, hazardous chemicals, hand and power tools, loud noise, riding or driving in vehicle, standing, walking and physical labor may be required at times. Ability to communicate both verbally and in writing to mechanics, administrators and outside agencies. Exposure to all weather conditions. May require working in cramped spaces.

Blood-borne Pathogens Category: No Risk

This position is in a “No Risk” category for exposure to blood-borne pathogens; this employee has job duties that do not involve exposure to blood or other potentially infectious material (OPIM).

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals

with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.