



## Seminole County Sheriff's Office

### FLEET TECHNICIAN

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 05/25/2022

Effective: 11/18/2022

#### Salary Range

\$19.97 - \$29.96 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Skilled Craft  
Workers

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

Yes

#### General Description

Technical work in the proper installation, maintenance, programming, modification, and repair of emergency vehicle electronic equipment.

#### Typical Duties

***Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.***

Installs, programs, maintains, troubleshoots, and repairs micro-processor controlled vehicular light bars, strobe lights, spot lights, sirens, and related warning systems; programs, maintains, troubleshoots, and repairs police radar and in car video equipment (digital and analog); troubleshoots, maintains, repairs, and removes

emergency lighting equipment, sound generating equipment in vehicles.

Reads and interprets schematics, block diagrams, and line drawings. Prepares as-built drawings and sketches of devices, mounting assemblies, and mounted equipment, as required.

Prepares written records of work activities. Documents vehicle installations to facilitate future repair, maintenance, service, and removal activities. Maintains awareness of changes in vehicle and electronic equipment technology to assure installations are mutually compatible and do not compromise safe operation of either vehicle or device.

Constructs and modifies simple printed circuit board devices to produce special purpose circuits.

Maintains tool control and inventory.

Maintains and organize the fleet repair shop and vehicle lift equipment including vehicle spare parts and equipment inventory. Ensures cleanliness and maintenance of repair shop and fleet lot.

Supervises trustees with daily tasks and operation of the wash rack.

Prepares Sheriff's Office vehicles for auction.

### **Minimum Qualifications**

- High School Diploma/GED
- Two (2) years of technical or trade school specializing in electronics and micro-processor technology

- Two (2) years of experience in the repair and maintenance of electromechanical, electronic and micro-processor controlled systems used in vehicles
- Consideration may be given to equivalent combination of related training, education and experience
- Must be able to successfully complete the Florida Sheriff's Association (FSA) approved course in Emergency Vehicle Technician (EVT) within six (6) months of employment
- Must possess and maintain a valid Florida Driver's License and have good driving record

#### **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of general concepts and principles of electronics and microprocessor technology; of techniques, methods, procedures, and practices of installing, maintaining, troubleshooting, and repairing electronic warning and safety equipment in vehicles; of Ohm's Law, principles of AC and DC electricity, diagnostic and analytical tests needed to diagnose and troubleshoot electronic devices; of automotive wiring systems and related computer technology.

Ability to assemble and disassemble electronic equipment in remote field locations; to detect, diagnose, and repair

non-transmitting equipment to the component level; to read and interpret schematic drawings, diagrams, blueprints, and other technical drawings of electronic equipment; to install equipment in confined spaces in vehicles; to use various hand and power tools; to correctly use electronic test and measuring devices and instruments; to prepare line drawings, sketches to document as-built devices, assemblies, and installations; to effectively communicate verbally and in writing; to establish and maintain effective working relations with co-workers, supervisors, and the public; to follow oral and written instructions.

### **WORKING CONDITIONS**

The work environment for this position varies from day to day either in a sedentary office setting or outside walking or driving a vehicle. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility***-Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer

***Lifting***-Able to lift 50 pounds

***Visual***-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

***Hearing/Talking***- Requirement to hear normal speech; hearing on telephone and

radio; talking on telephone/radio;  
exposure to outdoor noises, mechanical  
(hand tools) hazards, and electrical  
(electricity/electrical tools) hazards

***Emotional/Psychological***-Potential  
contact with hostile individuals; frequent  
public contact; decision-making and  
concentration

***Special Requirements***- Ability to behave  
respectably and with utmost integrity even  
when off duty. May be required to respond  
for any critical incident, manmade or  
natural; some assignments may require  
working weekends, nights, and/or  
occasional overtime

***Environmental***-Exposure to confined  
spaces and varied weather conditions  
including extreme heat and wet conditions