



# Uniformed Patrol Bureau Fleet Custodian/ Technician

DeSoto County Sheriff's Office  
208 East Cypress Street  
Arcadia, Florida 34266

Class 400  
10/24/2019

SALARY RANGE \$38,250.00—\$41,200.00

## GENERAL DESCRIPTION OF DUTIES:

This full-time skilled job specializes in the area of electronics that includes the installation, calibrating, troubleshooting, and repair of a variety of electronic equipment and systems on new and used patrol vehicles. Duties also include performing preventive maintenance to include but not limited to: oil changes, mounting and balancing tires, charging system, power steering systems repairs, brakes, AC system, cooling system and repairs on mounted equipment to include but not limited to: siren system, emergency lights, PA system, audio and video systems and maintaining database records of fleet activities; includes costs and time studies. Work is performed independently in accordance with established procedures, however, general supervision is provided by the Fleet Manager or Uniformed Patrol Bureau Command, who will review work for completeness and timeliness. Salary range will have set requirements that will need to be met in order to advance up the scale.

## ATTENDANCE:

- Attendance is a mandatory and essential job function.
- Employees must show up to work and leave work on time.
- Employees must limit breaks and lunches to the allotted time.
- Employees are to use annual and sick time in accordance with General Orders, and provide proper notice of leave to management.

## ESSENTIAL JOB FUNCTIONS:

- Must have own tools with the understanding that agency/vehicle specific equipment will be supplied.
- Must be able to perform diagnostic engine analysis.
- Installs, repairs, maintains and removes a variety of equipment/vehicle-mounted equipment and systems including bullhorn speakers, traffic advisory warning lights and early warning systems, such as radios, camera system, sirens and lights in vehicles; will test and replace components, fuses and bulbs.
- Schedules work to prepare new vehicles and equipment with custom installations and to perform preventive maintenance and repair on all fleet vehicles and vessels.

- Installs, calibrates, programs, tests, troubleshoots, repairs and replaces electronic voice and data communications equipment; includes mobile data terminals/ laptops, data modems and antenna equipment.
- Installs and tests port replicators, wiring and modems; grounds circuitry for proper protection.
- Provides technical guidance and estimates to Command.
- Coordinates major radio repair schedule with contractors.
- Interprets manuals, instructions, specifications, schematics, sketches and drawings on vehicle equipment and on replacement parts.
- Researches new systems and technologies and participates in planning and developing future projects and upgrades in areas of assigned responsibility to better improve our fleet operations.
- Participates in the preparation of the unit operating budget recommendations; assists with the purchase of materials, expenditures to control cost and calculates economic life expectancy of equipment/vehicles.
- Inspects and schedules the work of vendors engages in overhaul, repair and maintenance of gas and/or diesel-powered trucks and equipment (includes engines, fuel, electrical hydraulic, power transmission systems and body-chassis parts).
- Utilizes a variety of hand and power tools and operates a variety of electronic and electronic testing equipment to test, troubleshoot and diagnose problems with signal strength and reception sensitivity.
- Fabricates and installs special purpose vehicle modifications including control panels, cabinets, brackets and other mounting devices.
- Estimates labor, material and equipment required to complete assignments.
- Maintains maintenance and inventory records of repairs made, materials used, and time spent performing job tasks.
- Maintains inventory of radio equipment as well as new and used spare parts (light bars, siren box, laptop mounts, etc.).
- Operates DCSO vehicles as needed to complete repairs, pick-up parts and to travel to offsite locations where additional fleet vehicles and vessels are stored.

Fabricate and install prisoner cages and window bars

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to test, diagnose, program, repair and replace inoperable parts on fleet vehicles and vessels, calibrate and make adjustments and repairs to a variety of equipment and overall care of the fleet.
- Ability to make mathematic calculations.
- Knowledge of federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste.
- Knowledge of the practices, methods and techniques used in the maintenance and repair of electrical and electronic equipment commonly used in field vehicles.
- Ability to prepare and maintain Fleet Unit records and reports.
- Ability to comprehend manuals and guides associated with the work.
- Ability to perform basic wire soldering and connections.
- Ability to understand and follow oral and written instructions.
- Ability to follow safety practices and procedures.
- Ability to prioritize, plan and schedule work assignments.

- Ability to work independently and exercise sound judgment in performing assignments.
- Computer and office skills
- Must have good Judgement, adaptability, attendance, punctuality, communication skills, quality of work and quantity of work

#### **EDUCATION OR EQUIVALENT EXPERIENCE REQUIRED:**

- National Institute for Automotive Service Excellence (ASE) Certification preferred but not required, to ensure proper education and skills within various specialties. Must provide any and all training certificates with the pre-application.
- Experience as a general automotive mechanic at the journeyman level, with considerable multi-disciplined shop experience in the repair, maintenance and reconditioning of gasoline and LP automotive, maintenance equipment or equivalent combination of training and experience.
- Must possess a valid Florida Driver's license with appropriate endorsements and the ability to maintain insurability under the agency's vehicle insurance policy.
- Two years' experience preferably related to fleet vehicles and equipment or an equivalent of combination of training and experience.
- High School Diploma or equivalent a must.
- Must complete all pre-employment testing, to include a position specific knowledge, skills and assessment test, to measure position knowledge, as well as past experience skills.

#### **EQUIPMENT USED:**

- Automotive diagnostic equipment
- Air tools, basic mechanic tools and equipment
- Air Conditioner Recycler
- Hydraulic lift
- Anti-Freeze Recycler
- Tire Change and Balancer
- Multiple types of vehicles.

#### **PHYSICAL EFFORT REQUIRED:**

- Occasional lifting between 50 to 100 pounds
- Frequent lifting 10 to 25 pounds.
- Repeated bending, climbing, balancing, kneeling, reaching, crouching, stooping, stretching or crawling.
- Standing or walking for long periods.
- Feeling ability, hearing ability
- Far vision ability
- Near vision ability
- Visual focus ability

**WORKING CONDITIONS:**

- Constant exposure to chemicals
- Work with machinery and moving parts
- Exposure to changes in temperature below 32 degrees and above 100 degrees
- Ability to work in a changing environment to include but not limited to humidity, dust, gases and fume.
- Noise level is moderately noisy.
- Work may require shift work, flexible hours, days and holidays which may include nights and weekends.

**EQUAL OPPORTUNITY EMPLOYMENT:**

The DeSoto County Sheriff's Office does not discriminate on the basis of race, color, marital status, national origin, gender, religion, Vietnam or disabled veteran status, age or disability in employment or the provision of services.

DeSoto County Sheriff's Office is a Drug Free workplace.