



Mechanic-Sheriff's Office

Job Code: 16
Exempt: No
Department: Sheriff
Reports To: Sergeant
Location: Sheriff's Department Facilities
Date Prepared: January 26, 2023
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Sheriff's Office Mechanic is required to perform mechanic work on diesel and gasoline vehicles both in the show and on the road. The incumbent services all Sheriff's Office vehicles providing repair service and ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has the responsibility for approximately \$50,000.00 worth of tools and equipment, several thousand dollars in parts and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following.
Other duties may be assigned.

1. Perform general mechanic work on diesel vehicles to include engine repair, hydraulic repair, and all other aspects of the machinery.
2. Perform general mechanic work on gasoline vehicles to include engine repair and all other vehicle general repairs to include rebuilding engines and drive trains.
3. Must examine and trouble shoot vehicle issue to determine type of repair needed.
4. Perform daily inspection on at least one vehicle daily and perform routine maintenance on diesel and gasoline vehicles.
5. Maintain reports on vehicle inspections
6. Must be able to complete vehicle repairs in a timely manner and within the assigned deadline.
7. Perform quarterly inspections on county vehicles such as brakes inspections, steering inspections, lights and other inspections as scheduled
8. Perform minor body work on vehicles such as fixing dents, welding, and



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- painting.
9. Pick up parts from various part store, when needed. Ensure the proper replacement parts and supplies are ordered and on hand to properly maintain Sheriff's Office vehicles
 10. Fill out work orders and coordinate work with supervisor, must be able to provide an accurate estimate of the cost of the repair.
 11. Perform all activities in an efficient manner for the proper maintenance of all Sheriff's Office vehicles.
 12. Incumbent will have a minimum of 10 years mechanic experience on vehicles.
 13. Will be responsible for training/mentoring other personnel on vehicles specific to Washington County Sheriff's Office
 14. Will be responsible for testing and adjusting repaired systems to meet the manufacture's specifications.
 15. Diagnose, inspect and repair air conditioning and heating problems for all Sheriff vehicles.
 16. Utilize advanced diagnostic computer equipment/software in the analysis, diagnosis, repair of gasoline and diesel engines and their related subsystems and components.
 17. Must be able to replace and balance tires
 18. Will be responsible for understanding control schematics and be able to interpret the standard to derive the values of the loads and simulate control loading
 19. Assemble set-up wiring arrangements and remove components using soldering/disordering methods
 20. Will be responsible for compiling, saving and tracking all Sheriff's Office vehicle repairs.
 21. Regular attendance is mandatory for this position
 22. The incumbent is subject to 24hour call
 23. Must be able to supervise approximately six (6) with the potential of more than 6, State Prisoners (309) in accordance with the state and county requirements.
 24. The incumbent must perform other duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.



The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

The incumbent must have good communication skills, being understanding, courteous and effectively adapt to communication of leadership style to meet different people's needs. Must be detail oriented and quality conscious. Follow quality standards and procedures. Must have an outgoing personality with excellent presentation skills. Must have the ability to work well independently as well as with a team.

CRITICAL THINKING SKILLS:

Must have good problem-solving skills and the ability to troubleshoot problems.

EDUCATION AND EXPERIENCE:

Must have a high school diploma or a general education degree (GED); Ten (10) years of experience working on and maintaining vehicles. Advanced automotive maintenance, removal and replacement knowledge/skills. Must have advanced automotive diagnostic knowledge/skills.

MATHEMATICAL SKILLS:

Must have the ability to add, subtract, multiply and divide in all units of measure, using whole numbers common fractions and decimals and have the ability to compute, ratio, percent and the ability to draw and interpret graphs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Suspension and steering, Brakes, Heating and Air Conditioning, Refrigerant and Recovery, Engine Repair, Electric and Electrical systems, Engine Performance Auto Advanced Engine Performance, Automatic Transmission/Transaxle Manual Drive Train and Axels.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS:

Certified Master Technician



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SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____