

DEPARTMENT: SHERIFF

DIVISION: ADMINISTRATION

POSITION: FLEET MECHANIC

SUPERVISOR: CHIEF DEPUTY

JOB DESCRIPTION:

This is responsible mechanical work involving general overhaul and repair work on Sheriff's Office fleet and other county equipment and automobiles. Work is subject to review in progress and upon completion. Primarily performs duties in the Office garage in an industrial environment, however may work outdoors in all kinds of weather.

EXAMPLES OF TASKS PERFORMED:

1. Overhauls, repairs, and services cars and trucks – May repair or replace fuel systems, differentials, drive units, brakes, transmissions, suspensions, chassis, front and rear ends, cooling systems, accessory power equipment, and electrical systems
2. Tunes motors using standard testing equipment
3. Checks and balances wheels as needed
4. Checks for proper wheel alignment
5. Makes road tests to locate defects in equipment operation and as a check on repair work before the return of equipment to active use – Utilizes a variety of common testing devices such as amp meters, volt meters, gauges of various types, and other equipment
6. Works on fleet at remote locations when needed
7. Maintains inventory of parts and supplies
8. Recommends and purchases needed parts
9. Keeps shop and shop tools in order
10. Completes and keeps paperwork in order
11. Repairs tires and flats
12. Installs required equipment needed for police vehicles
13. Performs related work as assigned

REQUIREMENTS:

1. Training as a mechanic and in use of tools required to perform job
2. Five years experience as mechanic
3. Ability to lift heavy objects
4. State Inspection Certification
5. Must possess a valid Texas driver's license
6. Must never have been convicted of a felony
7. Must not have been convicted of a Class A misdemeanor in the past 24 months

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8. Must provide and maintain basic hand tools
9. Must wear standard mechanic's uniform.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILL

- Training as a mechanic and the use of tools required to perform job
- Experience as a mechanic
- Ability to lift heavy objects and stand for long periods of time
- Technical assistance to Sheriff's Office on trade-in's and new purchases