


<b>JOB DESCRIPTION</b>	<b>EXTERNAL</b>
<p style="text-align: center;">County of York</p>  <p style="text-align: center;">Sheriff's Office</p>	<p style="text-align: center;"><b>Fleet Mechanic</b> Sheriff's Office</p> <p><b>Status:</b> Full-Time</p> <p><b>FLSA:</b> non-exempt, hourly</p> <p><b>Salary:</b> Grade 8 (\$25.23 - \$27.85)</p> <p><b>Union:</b> MSEA</p> <p><b>Reports to:</b> Major- Administration</p>

### **JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This position is responsible for the coordination of fleet vehicle maintenance program within the Sheriff's Office.

The Vehicle Fleet Mechanic will work under the general supervision of the Major- Police Administration who provides guidance on technical matters and who reviews completed work assignments for conformance with established rules, regulations, policies, and applicable state laws.

There are no supervisory responsibilities within this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsibilities and Examples of Duties:

1. Be committed to the mission of the County of York and Sheriff's Office.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all county staff and community.
5. Perform duties in a conscientious , cooperative manner.
6. Perform the required amount for work in a timely fashion, with a minimum of errors.
7. Be neat and maintain a professional appearance.

8. Possess and maintain a valid driver's license.
9. To understand and work within York County Government Policies and Procedures.
10. To ensure quality in work performed to facilitate the delivery of quality services.
11. Maintain confidence and protects the Sheriff's Office and the County by keeping information concerning clients, personnel, and Sheriff's/County Operations confidential.

Key Expected Results:

1. Perform skilled mechanical work of a difficult and complex nature in the general maintenance of county vehicles.
2. Assure first-class condition of all motor vehicles within the Sheriff's Office by maintaining and/or coordinating the repair as required.
3. Implements, maintains and operates a preventative maintenance system for all vehicles to keep them in the best condition possible.
4. Assists the County and the Sheriff's Office by helping with the preparation of the request for bids in new vehicle purchases.
5. Inspect equipment and vehicles to determine scope of repair necessary and the type of repair work to be performed.
6. Requests approval and schedules outside maintenance as needed.
7. Operates a variety of diagnostic instruments, and a variety of hand, electric and air-driven tools.
8. Meets state requirements by maintaining current vehicle registrations and inspections, as required.
9. Meets state statute by ensuring all vehicles are state compliant for vehicle inspections and must be able to pass the requirement to become a licensed inspection technician as issued by the Maine State Police within six months of hire.
10. Assures equipment transfer to new vehicles by overseeing and performing same, which includes radios, sirens, emergency lighting, brackets, wire/cables, video equipment, protective screens and all other authorized equipment installed in vehicles.
11. Prepare requests for bids/purchases of tires, maintain tire inventory, and change tires as needed.
12. Adjust work hours as needed to unexpected situations and assures adequate emergency services for road repairs by being on-call after hours as needed.
13. Maintains a safe working environment by complying with established procedures, rules, and regulations
14. Maintains safe and clean working environment by ensuring all work areas are returned to the highest level of cleanliness, free from tools, parts, supplies, or other equipment prior to leaving the job site.
15. Demonstrate an understanding of the county safety policies and practices by attending required safety programs, reporting all accidents and suspected safety hazards to a supervisor.
16. Able to obtain varying vehicle maintenance certifications specific to related duties as directed by management.
17. Performs related work as required.

## **KNOWLEDGE, SKILLS, AND EXPERIENCE**

- Have acceptable written and verbal communication skills.
- Considerable knowledge of the principles of gasoline and diesel engines and of mechanical repair on specialized vehicles.
- Skill and care in the use of tools employed in automobile repair adjustment work.
- Knowledge of the occupational hazards and safety precautions of trade.
- Be organized and able to multitask.

## **NECESSARY SPECIAL REQUIREMENTS**

- Must be 18 years of age or older.
- You must possess a high school diploma or general education diploma.
- Completion of specialized courses in auto maintenance, a combination of education and experience will be considered.
- Must successfully pass a pre-employment screening. (Including: employment background, reference checks, physical and medical screening and criminal background check, etc.)
- Must have and maintain a valid driver's license.
- Posses valid State of Maine Vehicle Inspection License or be able to obtain one within 6 months from start of employment.
- Physical strength and agility are necessary to perform the essential functions under exposure to varied climatic conditions.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

## **PHYSICAL REQUIREMENTS**

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work area may be loud due to the environment and air tools being utilized. Work may require performing in extreme weather conditions.

The employee may be required to travel for work related training and/or issues.

**Physical Conditions:** The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, lift, bend, push, pull, shove, use hands to a

finer standard and laptop computer keyboard, use a computer, a mouse, use hand tools, vehicle lifting equipment, tire changing and balancing machines.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus. Required to operate a cruiser daily with a valid driver's license.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **SUBMITTAL INSTRUCTIONS:**

External candidates must submit an application and/or resume to Human Resources.

- York County applications can be located and downloaded from:  
[www.yorkcountymaine.gov/careers](http://www.yorkcountymaine.gov/careers)
- Applications/cover letters/resumes can be *mailed* to:  
York County Government  
**Attention:** Human Resource Department  
45 Kennebunk Road  
Alfred, ME 04002
- Applications/cover letters/resumes can be *dropped off* at our physical address:  
York County Government  
Attention: Human Resources Department  
149 Jordan Springs Road  
Alfred, ME 04002

**This position will remain open until filled.**

**The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description**

*York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.*