



BUFFALO COUNTY SHERIFF'S OFFICE JOB DESCRIPTION

I. JOB TITLE: BUFFALO COUNTY FLEET TECHNICIAN

II. POLICY

A.

The Fleet Technician of the Sheriff's Office under the general direction of the Chief Deputy, plans, organizes and directs activities related to the outfitting, servicing, operation, maintenance and repair of Office vehicles, equipment and mobile technology; coordinates and directs personnel and technology resources to assure smooth and efficient operation while implementing fleet-wide upgrades or changes.

III. JOB ESSENTIAL FUNCTIONS

A. Fleet Maintenance

1. Initial diagnosis of vehicle maintenance or repairs using visual inspection or road test to determine repair priority
2. Monitor mileage on all vehicles to plan maintenance schedules
3. Prioritize maintenance and repair order.
4. Arrange for appointments and repair with outside vendors
5. Arrange for suitable transportation for effected County personnel
6. Assure reasonable timelines for maintenance, repairs, and outfitting
7. Guard against unnecessary repairs
8. Establish and maintain records on each vehicle
9. Verify, approve, and correct invoices for payment
10. Direct mechanics and outside vendors to comply with established laws and Office Standards
11. Assure County vehicles are maintained in safe and proper operating condition and road tested.
12. Deliver cars to outside vendors for maintenance, repair, or outfitting and pick them up with the assistance of Sheriff's Office personnel when necessary.
13. Ability to handle several tasks simultaneously.
14. Ability to work independently with little direction.
15. Ability to handle several tasks simultaneously.

B. Fleet Changeovers and Outfitting

1. Work with the Chief Deputy and Communications Lieutenant in regards to the yearly process of considering the purchase of new vehicles
2. Evaluate each vehicle for priority of replacement, maximum fleet performance and economy.
3. Remove emergency equipment from out of service vehicles and prepare

vehicle for sale

4. Outfit new vehicles with new or transferred equipment
5. In-house installation of police vehicle equipment in accordance with personnel schedules and preferences in such a manner as to keep the maximum level of fleet vehicle availability.
6. Follow uniform standards in engineering the standard patrol vehicle or more specialized vehicles such as pickups, SUV's, unmarked cars, Command Post, ESU vehicle, and other specialty vehicles.
7. Outsource some vehicle outfitting with approval from the Chief Deputy and monitor to ensure adherence to fleet standards as budgetary funds allow.

C. Mobile Computers

1. Install and maintain each vehicle's mobile computer power supply and connection with docking station.
2. Maintain initial connectivity of vehicle model, Net Motion, and mobile data systems.
3. Check GPS connectivity.
4. Work with Information Technology departments to problem solve computer issues.
5. Replace faulty vehicle modems or GPS hardware when necessary.

D. Mobile Video Systems

1. Manage installation, implementation and technical support of mobile video systems.
2. Maintenance and installation of current or future in-car video systems.
3. Coordinate with Information Technology departments to install firmware, network configuration as well as software installations as needed.

E. Roadside Repair

1. Offer emergency roadside assistance or diagnostics as needed to any Office vehicles.
2. Replace dead batteries, provide a jump start, repair of coolant leaks broken belts or flat tires as needed on site.
3. Participate or assist in getting the vehicle to the Fleet Maintenance or service center for repair.

F. Fleet Technology Initiatives

1. Be responsible for the systematic removal of older systems and the reinstallation of next generation devices in a manner that does not interfere with fleet effectiveness
2. Consideration to the existing electronics and hardware as well as the availability of fleet vehicles as to efficiently implement fleet wide changes in equipment.
3. Cultivate a professional relationship with outside vendors in order to solve problems and proceed with any transition as smoothly as possible.

- G. Small Engines
 - 1. Responsible for maintenance, outfitting, winterization, and fair weather preparation of UTV, six-wheel utility vehicle, generators, and any other equipment of the Office.

IV. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A. Know the philosophy of the Buffalo County Sheriff's Office
- B. Know the objectives of the Buffalo County Sheriff's Office
- C. Have complete knowledge of the policies and procedures governing the Buffalo County Sheriff's Office
- D. Maintain proper communication with all personnel and in doing so, insure that a working relationship is maintained at all times.
- E. Knowledge of engines, automotive related technology and general principles of direct current electricity and electrical components.
- F. Knowledge of preventative maintenance for automobiles, small engines and other rescue equipment
- G. Ability to plan, organize and direct activities related to the maintenance and repair of County vehicles.

V. QUALIFICATIONS

- A. Age of 21 years or older.
- B. High school graduate or GED.
- C. Valid Nebraska driver's license.
- D. No felony or serious misdemeanor convictions, or have received a pardon for such offense.
- E. Be able to legally possess a firearm.
- F. Must be of good moral character.
- G. Must be able to read, write, and understand the English language at the eleventh grade level.
- H. Have training and/or work experience in auto mechanics and vehicle maintenance.
- I. Have training and/or work experience in installation, service, and maintenance of mobile technology products and emergency electronic equipment preferred.

VI. SPECIAL REQUIREMENTS

- A. Work Environment
 - 1. Position includes working equal time in a mechanic's garage environment and office setting. It could include working with smoke, fumes, hazardous chemicals, hand and power tools, loud noise, riding or driving in vehicle, standing, walking and physical labor may be required at times. Ability to communicate both verbally and in writing to mechanics, administrators and outside agencies. Exposure

to all weather conditions. May require working in cramped spaces. Some heavy lifting over 25 pounds may be required.

B. Tools and Equipment Used

1. Hand tools, multi-meter, diagnostic tools, power tools, squad car, mechanics truck, speed detection equipment, mobile emergency equipment, mobile and portable radio, video equipment, video equipment administrative software, video extraction software, flashlight, telephone, computer, copy machine, fax machine, and calculator.