HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Director of Fleet and Radio Services

Job Code: U8767
Pay Grade: UK
Pay Scale: $110,393.08-$165,589.62 Annually
Exempt: Yes

OVERVIEW

Direct and manage operations, logistics, and fleet administration, overseeing staff, budgets, and countywide radio communications to ensure efficient and reliable service delivery.

DUTIES AND RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee daily operations, including personnel, scheduling, inventory management, and work coordination.
- Ensure compliance with vehicle fleet operations to include assignment, replacement and preventative maintenance.
- Establish and maintain preventative maintenance programs for bulk fuel management systems, ensuring compliance with environmental regulations.
- Participate in the development and oversight of contracts for vehicle and radio procurement, systems and equipment maintenance, and lighting systems for public safety vehicles.
- Manage the integrated business solutions for the procurement of services and materials.
- Ensure compliance with Federal Communications Commission (FCC) rules and regulations relating to the safety of personnel and the operation of the countywide radio networks and maintain system performance.
- Prepare annual budget requests and include projections and justifications for personnel needs, equipment replacement, and capital improvement projects; monitor expenditures and manage the assigned annual operating budget.
- Develop short- and long-term plans for the assigned area, evaluate and pursue appropriate technology, assess existing practices and policies and implement improvements.
- Provide leadership and guidance to direct the activities of subordinates; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination; assess staffing needs and assist in the selection of new staff.
- Ensure proper instruction and training of personnel in methods and procedures, proper use of equipment, general preventative maintenance, system maintenance and repair, and proper safety protocols.
- Represent the agency/department/division at meetings, functions, and events.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the principles and practices of program management.
- Considerable knowledge of the functions, services, activities, requirements, and objectives of the specific project/functional area to which assigned.
- Considerable knowledge in the development of vehicle specifications for the procurement of various vehicle models utilized in a major law enforcement agency.
- Considerable knowledge of contract documents and specifications.

- Considerable knowledge of vehicle fleet regulations, licensing, registration and reporting requirements.
- Working knowledge of management methods, techniques, and practices.
- Ability to research and analyze data and utilize critical thinking to present information effectively, both orally and in writing.
- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out support services to achieve organizational objectives.
- Ability to learn the operation and maintenance of new systems and equipment.
- Ability to plan, organize, and supervise the work of others.
- Ability to identify relationships that explain facts, data, or other information and make correct inferences or draw accurate conclusions.
- Ability to establish operational or program objectives and strategies for a functional or operational area.
- Ability to delegate, manage, and supervise effectively through scheduling, assigning, monitoring, reviewing, training, and evaluating the work of assigned staff.
- Ability to evaluate the functionality of operational areas and develop and present strategies to improve organizational services.
- Ability to use a computer and related software.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Seven years of experience in operations management, logistics, procurement, and/or fleet management, five of which must have been in a supervisory capacity.

OR

- An associate's degree from an accredited institution of higher education in public or business administration, management, or a closely related field.
- Six years of experience in operations management, logistics, procurement, and/or fleet management, four of which must have been in a supervisory capacity.

OR

- A bachelor’s degree from an accredited institution of higher education in public or business administration, management, or a closely related field.
- Five years of experience in operations management, logistics, procurement, and/or fleet management, three of which must have been in a supervisory capacity.

SKILLS

- Vehicle Fleet Management
- Computer Literacy
- Staff Training and Leadership
- Radio Communications Systems
- People Management
- Written Communication
- Logistics
- Strategic Planning
- Resource Planning
- Program Management
- Oral Communications

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).

- May travel to various work sites using a Sheriff’s Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.