HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Equipment Mechanic III

Job Code: W5014
Pay Grade: WL
Pay Scale: $26.32-$49.06 Hourly; $54,745.60-$102,044.80 Annually
Exempt: No

OVERVIEW

Perform technical and administrative work in the installation, maintenance, troubleshooting, and repair of diversified electronic equipment.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee the maintenance activities of assigned mechanics and act as a lead worker by scheduling, assigning, and reviewing work and providing technical assistance.
- Troubleshoot vehicle systems using computer interfaces and generic code scanners to obtain trouble codes from vehicle Engine Control Module (ECM).
- Make minor and major repairs to vehicles or equipment including disassembling, replacing, and/or overhauling mechanical systems.
- Manage the operation of a small repair shop or garage.
- Check and maintain maintenance reports and records.
- Monitor preventative maintenance and safety program to ensure repair equipment is properly maintained and safety measures are adhered to.
- Make service calls.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the materials, tools, and methods used in the repair, maintenance, and servicing of a variety of vehicles and equipment.
- Considerable knowledge of troubleshooting and diagnostic tools, techniques, and methods of repair.
- Working knowledge of parts requirements including ordering and recording.
- Knowledge of the functions, services, procedures, and regulations of the department assigned.
- Ability to troubleshoot, maintain, and repair various types of vehicles and equipment.
- Ability to operate motorized equipment.
- Ability to plan, organize, and oversee the work of others.
- Ability to document activities and maintain related records and logs.
- Ability and willingness to work in a subtropical climate under adverse weather conditions and high noise level.
- Ability to climb, stoop, kneel, and crouch at ground level.
- Ability to carry up to 75 pounds.
- Ability to safely operate a motor vehicle.

SKILLS

- Mechanical Troubleshooting

- Mechanical Equipment Inspection
- Preventative Maintenance Programs
- Mechanical Equipment Maintenance
- Team Leadership
- Mechanical Equipment Repair

WORKING CONDITIONS

- Work at various buildings and facilities within a law enforcement agency, including inmate-populated areas.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand or sit at a workstation for prolonged periods, walk long distances, and ascend/descend ladders as needed.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 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.
- 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.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years of experience repairing and maintaining mechanical equipment such as automobiles, trucks, or lawn maintenance equipment.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.