

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Sheriff Fleet Supervisor**

**POSITION NUMBER:** SH1158C

**FLSA STATUS:** N

**POSITION DESCRIPTION**

Under general supervision, this position supervises the Sheriff's Office mechanic personnel and the operation of the repair facility and performs skilled mechanical repair work. Performs other duties as required. Subject to being called back for emergency situations. This position is supervised by the Sheriff's Office Services Sergeant.

**WORK PERFORMED**

- 40% Supervision.** Supervises the Mechanic II and/or Mechanic III positions and others with respect to accountability for performance and behavior including approval of absences to conform to personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products. Supervises the servicing of equipment and inspects tools and equipment for proper use and care.
- 20% Installation.** Installs, services, diagnoses and repairs emergency vehicle equipment and related equipment including, but not limited to, light bars, in-car video, two-way mobile radios, light and siren controllers, K-9 deployment systems, antenna systems, LED warning lights, prisoner transport systems, and mobile computers. Trains subordinates on repair and installation of equipment.
- 20% Inventory, Purchasing, and Paperwork.** Oversees the purchasing of shop supplies and automotive repair parts. Prepares the necessary automotive work orders. Prepares the necessary purchase requests and submits them for approval. Provides budgetary input for fleet supplies and vehicle purchases. Maintains an ongoing inventory of fleet vehicles. Assists in writing specifications for emergency equipment, shop equipment, and automotive equipment.
- 15% Maintenance/Repairs.** Performs standard vehicle maintenance including, but not limited to, changing oil, changing, repairing, and mounting/balancing tires, lubricating, suspensions, inspecting and replacing filters, and checking and filling fluid levels. In addition, oversees the cloud based management system for in-car cameras, in car Wi-Fi and cellular data connectivity. Additionally, performs repair work and the overhaul and maintenance of all types of automotive and diesel equipment as needed.
- 5% Inspections and Safety.** Inspects equipment to determine need of repair and prepares necessary work orders. Enforce safety regulations. Assists in writing specifications for safety and automotive equipment. Assists in designing and supervising fabrication of new and special equipment.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- The standard practices, methods, tools and equipment of the general automotive and diesel mechanic trade.
- The operating principles and mechanics of internal combustion engines and heavy equipment.
- The general operation of equipment and the safety specifications of each.
- The occupational hazards and safety precautions of the trade.
- Parts suppliers and their prices.

**Ability to:**

- Plan, assign, supervise, direct, and inspect the work of automotive mechanics.
- Diagnose repair needs.
- Make estimates of time and materials needed for automotive and heavy equipment repair work.
- Determine whether replacement of parts and equipment is more economical than making the indicated repairs.
- Maintain required records.
- Follow oral and written instructions.
- Communicate effectively, both orally and in writing, using the English language.

**Skill in:**

- Providing leadership and direction to employees.
- Locating and correcting defects in automotive and heavy equipment.
- The care and the use of the standard tools and equipment of the trade.
- The operation of the machines and equipment used in testing, repairing, and adjusting automotive equipment.

**PHYSICAL REQUIREMENTS**

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting		X			Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting-70 lbs.	X				Around Moving Machinery			X	
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping			X		Exposure to Dust, Gases and Fumes			X	
Lifting-70 lbs.		X			Twisting			X		Cramped Body Position			X	
Pushing/Pulling			X		Squatting			X		Sustained Positions			X	
Carrying			X		Turning			X		Noise Levels (Excessive)				X
Throwing		X			<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting	X				Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces	X			
<b>VOICE</b>					Climbing			X		Moving Objects			X	
Talking			X		Jumping			X		In High Volume Traffic			X	
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-70 lbs.	X							X	

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**EQUIPMENT USED**

Testing Equipment	Printer	Floor/Wheel Jacks	Vehicle/Pallet/Fork
Air Wrenches	Hand Tools	Telephone	Lift
AC Recovery Unit	Welder		Personal Computer

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Eight (8) years of experience in automotive and heavy equipment mechanic repair work. Two (2) years related vocational training from an accredited vocational school may be substituted for the required experience on a year-for-year basis.

Must be eighteen (18) years of age.

Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**PREFERRED QUALIFICATIONS**

Professional knowledge and/or certifications on electrical system installation/troubleshooting for emergency vehicle equipment to include, but not limited; in-car video systems, emergency lighting and sirens, mobile computers and accessories, mobile two-way radios, vehicle Wi-Fi ("hotspot") components.

**SPECIAL REQUIREMENTS**

Required to pass a background investigation, polygraph testing, pre-employment physical and drug screen.

Required to lift seventy (70) pounds.

Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.

A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information must be completed and returned with the Application for Employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 01/06  
Revision History: 11/19