



Property Technician Sheriff's Office

SO/23-727

JOB SUMMARY

This position participates in the procurement, maintenance, service, and repair of all Sheriff's Office vehicles and equipment.

MAJOR DUTIES

1. Prioritizes and schedules work requests, repairs, and routine maintenance of all Sheriff's Office vehicles and equipment.
2. Coordinates, oversees, and assists subcontractors or vendors in various service repairs, maintenance, or inspection functions and in the installation and removal of equipment from new or replacement vehicles.
3. Compiles and maintains vehicle histories, including history of specialized equipment to monitor usage and usefulness and to detect patterns of repairs or abuse/misuse.
4. Procures vehicles, safety equipment, and other supplies.
5. Organizes and distributes items to individuals, specialized units, and sections of the Sheriff's Office.
6. Organizes, maintains, and restocks inventory.
7. Procures, inspects, and distributes uniforms and personal safety and protective gear.
8. Assesses, makes judgments, and compiles reports on the suitability of returned uniforms and equipment for re-use, destruction, or sale.
9. Complies, reviews, and distributes vendor submitted invoices for accuracy.
10. Monitors vehicle fuel inventory and coordinates with Fleet Maintenance personnel for replenishing stock.
11. Monitors fuel usage and makes judgments and recommendations in order to determine usage rates by individuals, divisions, and the Sheriff's Office.
12. Compiles reports.
13. Distributes fuel keys and monitors access; assists with inspections of fuel pumps and storage tank.
14. Monitors and coordinates Sheriff's Office inventory reporting with the county fixed asset software system.
15. Completes required training.
16. Oversees and enforces safety standards and best practices and makes recommendations as necessary for compliance.
17. Researches standards and best practices to provide materials costs and estimates on equipment selection and purchases.
18. Assists with the coordination, organization, set-up, and implementation of Sheriff's Office community relations and special events.
19. Attends training and meetings as required.
20. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of vehicle and equipment maintenance methods, guidelines, and standards.
2. Knowledge of best practices, standards, and guidelines in the installation and removal of equipment on law enforcement and other emergency vehicles.
3. Knowledge of safety standards, warranties, regulations, and inspection processes.
4. Knowledge of inventory management principles.
5. Knowledge of agency rules and regulations.
6. Knowledge of vehicle fuel management principles.
7. Skill in working independently and in a team setting.
8. Skill in the diagnosis and repair of vehicle and equipment malfunctions.
9. Skill in the use of computers and job-related software programs.
10. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

SUPERVISORY CONTROLS

The Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Sheriff's Office policy, rules, regulations and standard operating procedures; County policies; best practices and standards in law enforcement vehicles and safety equipment; maintenance, repair, and warranty guidelines; reporting and inspection guidelines; and budget guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. The variety of vehicles and equipment to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the procurement, maintenance, and repair of Sheriff's Office vehicles and equipment. Success in this position results in the availability and readiness of vehicles and equipment used in support of Sheriff's Office operations.

CONTACTS

- Contacts are typically with co-workers, contractors, inspectors, vendors, and members of the general public.
- Contacts are to give or exchange information, provide resolve problems, provide services, and motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is subject to on-call status and is typically performed while intermittently sitting, driving, standing, kneeling, bending, crouching, running, climbing stairs or stooping while dressed in work uniform and carrying additional equipment. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
- The work is typically performed a building, an office, a jail or jail cell, in vehicles, and outdoors. The employee may be exposed to aggressive, sick or injured persons or to noise, dust, dirt, grease, fire smoke, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, hazardous materials, and occasional hot, cold, or inclement weather. The work may require the use of personal protective equipment (PPE) or devices such as masks with or without filtration, goggles, or gloves. Positions functioning in this environment are required to maintain good physical condition in order to successfully execute any and/or all of the physical demands.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises inmate workers.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring standards. Completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.