

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SHOP HELPER

**JOB CODE: 70001**

**PAY GRADE: 5**

**PAY RANGE: \$26,000 – \$40,320**

### GENERAL DESCRIPTION

Under the direction of a Fleet Supervisor this position is responsible for the performance of basic support functions related to fleet maintenance throughout the agency. This position requires interaction with multiple levels of personnel throughout the agency and will be required to represent the division and agency in a professional manner at all times. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Transport vehicles and equipment to various locations throughout the Tampa Bay area;
- Routinely inspect and maintain the in-house car wash equipment;
- Maintain and track maintenance on all shop equipment;
- Support Technicians as directed;
- Perform minor miscellaneous mechanical repair tasks as directed;
- Maintain a clean and organized work area
- Provide oversight and instruction to inmate workers;
- Safely and efficiently operate an agency owned roll back wrecker throughout the Tampa Bay area
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

### QUALIFICATIONS

- High school diploma or G.E.D.
- Must possess a valid Florida driver's license
- Some experience working in the vehicle maintenance industry
- Obtain Class A CDL with required endorsements within six (6) months of employment
- Ability to safely and efficiently operate an agency owned roll back wrecker within six (6) months of employment



## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to safely operate agency wrecker
- Ability to safely operate a forklift
- Ability to operate basic tools and shop equipment
- Ability to operate a computer
- Time management
- Interpersonal skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Stand up 2 hours per day
- Walk up to 4 hours per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up 25 lbs.
- Occasionally lift up to 100 lbs.
- Continuously bend, squat, reach, kneel, and twist
- Frequently climb