



**Fleet Coordinator**  
Sheriff's Department

**SD/3**  
Pay Grade: 16

**JOB SUMMARY**

This position is responsible for managing the maintenance of the department's vehicle and equipment fleet.

**MAJOR DUTIES**

- Inspects patrol and unmarked vehicles to ensure safety and operability.
- Conducts mechanical inspections; troubleshoots problems and identifies malfunctions; make repairs on a variety of automotive systems.
- Coordinates and implements vehicle preventive maintenance schedules; changes oil; rotates and balances tires; replaces windshield wipers; checks transmission and brake fluid; checks engine coolants.
- Inspects vehicles following accidents; prepares required reports; coordinates related repairs with body shops as needed.
- Manages the inventory of parts and supplies; make purchases as needed.
- Develops and implements standard operating and safety procedures.
- Prepares and manages equipment operating and preventive maintenance records.
- Determines the safety and dependability of vehicles and equipment; assists in preparing bid specification for new department vehicles and equipment.
- Directs the cleaning and maintenance of shop facility and equipment.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of department policies and procedures, including purchasing procedures.
- Knowledge of the diagnosis and repair of department vehicles.
- Knowledge of vehicle preventive maintenance schedules.
- Knowledge of computers and job-related software programs.
- Knowledge of the mechanical functioning of a variety of vehicles and equipment.

- Knowledge of record-keeping systems.
- Skill in the use of hand and power tools.
- Skill in performing mechanical preventive and corrective procedures.
- Skill in developing and writing vehicle and equipment specifications.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communications.
- Ability to communicate in English and Spanish **preferred**.

## SUPERVISORY CONTROLS

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

## GUIDELINES

Guidelines include manufacturer manuals, parts catalogs, wiring diagrams, occupational Safety and Health Administration guidelines, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical duties. The variety of vehicles and equipment to be maintained contributes to the complexity of the position.
- The purpose of this position is to coordinate the maintenance of the department's vehicle fleet. Successful performance contributes to a safe, well-maintained, and operable fleet.

## CONTACTS

- Contacts are typically with coworkers, contractors, vendors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasional lifts light or heavy 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 in an office, garage, and outdoors, occasionally in cold or inclement

weather, the employee is exposed to dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

- Must possess a valid and current Texas driver’s license.
- Drug and Alcohol Policy applies to this job. Pre- employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a specialized training in the field of work, 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 a least **one year**.
- High school diploma or GED from an accredited institution is **preferred**.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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