

LINN COUNTY CLASSIFICATION

TITLE: FLEET SERVICES DEPUTY

NUMBER: 635

APPROVAL ORDER NUMBER: 2024-090

PAY RANGE: 15

DATE: MARCH 26, 2024

CATEGORY: DSA

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for purchasing, supplying, and delivering office supplies to the various Divisions of the Sheriff's Office. Responsible for purchasing and issuing uniforms, body armor, duty gear, keys and other office issued equipment. Responsible for the maintenance of fleet vehicles including tracking work orders, scheduling vehicle maintenance and driving vehicles to and from automotive service centers. Assist with the upfitting of Sheriff's Office vehicles to include purchasing and coordinating installation of equipment with vendors.

SUPERVISION RECEIVED: Works under the direct supervision of the Support Services Division Sergeant who assigns duties, provides instruction or direction as necessary and who regularly reviews work performance.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this position.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform the duties of a Deputy Sheriff or Corrections Deputy.
2. Maintain inventory, purchase and deliver office supplies and equipment to the various Divisions within the Sheriff's Office.
3. Track and update the work order system to ensure needed supplies or equipment are ordered and delivered in a reasonable amount of time.
4. Issue uniforms, duty gear, firearms, body armor, keys, business cards, fuel cards and other equipment to office personnel. Assess equipment condition and determine replacement or repair. Enter issued items into a computerized inventory tracking system and maintain current records in that system.
5. Arrange for maintenance and repair of fleet vehicles. Track and update work orders related to the maintenance of fleet vehicles. Deliver vehicles to and from automotive service centers. Schedule vehicle service with vendors. Coordinate automotive manufacturer recall notices for Sheriff's Office vehicles.
6. Ensure Sheriff's Office vehicles are properly equipped per office policy.

7. Assist with the upfitting of Sheriff's Office vehicles. Schedule installation of vehicle equipment and related accessories. Coordinate vehicle deliveries and work with vendors on installation.
8. Serve as a contact for vehicle, uniform and equipment vendors. Contact vendors regarding changes on orders in progress. Develop and maintain relationships with vendors.
9. Duties may include assisting the Property and Evidence staff. Assist with coverage during vacations and after-hours callouts. Assist the Property Clerk in evidence intake and disposal of eligible property and evidence items.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of vehicle mechanical operation, preventative maintenance and repair. Knowledge of inventory management and control. Knowledge of automotive and equipment parts, sources of supply and how it relates to full range of motorized equipment. Knowledge of uniforms, firearms and equipment, sources of supply and how it relates to the various operations within the Sheriff's Office. Considerable knowledge of Microsoft Office products.

Ability to establish and maintain records, reports and statistical data. Maintain maintenance and work standards for equipment and vehicle repair program. Establish and maintain inventory records for uniforms, equipment, firearms and other serialized issued items. Make decisions independently in accordance with established policies and procedures; use initiative and judgement in completing tasks and responsibilities. Communicate effectively in both oral and written forms; meet and deal effectively with Sheriff's Office personnel, State and other agencies, vendors, contractors, manufacturers and the public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of a GED Certificate. Must hold and maintain the appropriate police/correction certification during assignment.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States and be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Must pass a written test and oral interview as prescribed by the Sheriff's Office. Must pass a general physical examination and a comprehensive psychological evaluation. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be able to operate a variety of motor vehicles. Must maintain the ability to testify in court. Must possess and maintain a First Aid and CPR card including instruction in the use of an Automatic External Defibrillator. Must obtain a forklift operators certificate within one (1) year.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss); sit and stand; read and write; walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger; handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice; drive a motor vehicle, operate a forklift and go up and down stairs.