

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE:** FLEET TRANSPORTATION TECHNICIAN – JDC109

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**Exempt:** No

**Job Type:** 2504L

**Pay Grade:** L250

**Department:** Office of the Sheriff

**Approved By:** Sheriff Darren Weekly

**Date:** 01-10-2023

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**General Duties:** Performs a variety of tasks related to transportation of department personnel, maintenance of department vehicles, records keeping and communication coordination between the various divisions.

**Supervision Exercised:** No supervision exercised.

**Supervision Received:** Reports directly to the Fleet Transportation Manager.

**Examples of Duties and Responsibilities:**

- Track preventative maintenance on radio and light bar systems for the Sheriff's fleet.
- Schedule and track fleet vehicles for preventative maintenance.
- Record keeping on the maintenance of fleet vehicles and related equipment.
- Use of the computer to input and retrieve information related to the department vehicle maintenance program, and to provide satisfactory management reports.
- Quality control on work performed on fleet vehicles.
- Correct billing of vehicle maintenance.
- Purchase motor vehicle supplies.
- Schedule cleaning of fleet vehicles.
- Conduct weekly equipment inventories of fleet and correct deficiencies.
- Responsible for communication and information flow among department members and private agencies regarding status of fleet vehicles.
- Assist with deliveries of equipment and/or supplies.

**Education:** High school graduate or GED.

**Experience:** No experience required.

**Special Requirements:**

- Possession of a valid Colorado Driver's license.
  - Able to pass qualifying exams and background investigation.
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**Essential Functions:**

Interpersonal Relationships: Work involves frequent contact and accurate communication with Sheriff's Office management staff, vendors, contractors, and all public safety agencies contracted with Douglas County for communications services.

Language Skills: Ability to read and interpret directives and instructions. Ability to communicate effectively both verbally and in writing with a variety of users and vendors.

Other Skills and Abilities: Mechanical and electronics knowledge of motor vehicles and related equipment such as light bars, mobile data terminals and radios.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Physical Demands: Work requires frequent hand/eye coordination to repair equipment. Frequent operation of computer keyboard and electronic test equipment. Ability to walk and/or stand for long periods when moving fleet vehicles and equipment between facilities. Ability to lift, pull, and/or push 50 pounds.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.