

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:            SERGEANT-VEHICLE MAINTENANCE**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist in supervising activities involving service and maintenance of department vehicles. Duties and responsibilities include managing maintenance of all Sheriff's Department vehicles until disposal, supervising work activities of vendors and trustees, preparing and maintaining documentation, providing information, and performing other tasks as assigned. Reports to Lieutenant of Armory/Equipment.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations.

Assists in ensuring compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of individuals; initiates any actions necessary to correct deviations or violations.

Supervises and coordinates processing of a variety of documentation associated with Sheriff's Department operations, per established procedures and within designated timeframes.

Monitors inventory of department equipment, parts, tires, tools, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement materials; picks up/delivers materials as needed.

Examines vehicles to determine necessary repair or maintenance work; conducts diagnostic computer testing; consults with drivers or equipment operators to obtain input on problems, to assist in diagnosing problems, or to prevent future problems; determines parts/supplies necessary to conduct repairs.

Oversees routine and preventive maintenance on vehicles and equipment, which may include pumping fuel into vehicles, checking/replacing fluid levels, draining/replacing oil, changing/replacing filters, replacing transmission fluid/filters, lubricating mechanical parts, rotating tires, aligning/balancing tires, replacing tires/belts/hoses, checking batteries, greasing equipment, flushing radiators, replacing spark plugs, performing tune-ups, or replacing light bulbs.

Makes emergency service calls for disabled vehicles/equipment at work sites or on the road.

Maintains vehicle/equipment service records, warranty records, or other documentation of work activities.

Researches information from other counties to troubleshoot problems with vehicle repairs.

Assists in supervising maintenance of departmental file system of accident reports, and other documents; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

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Oversees that all department vehicles are maintained and meet emission standards; oversees wrecker services.

Performs customer service functions; provides information/assistance pertaining to procedures, documentation, fees, or other issues; responds to routine questions/complaints and initiates problem resolution.

Insures all vehicles; receives checks for insurance claims for damaged vehicles; liaison between Sheriff's Office and Insurance Company.

Takes photographs at scenes of serious accidents

Prepares or completes various forms, reports, correspondence, logs, or other documents.

Receives various forms, reports, correspondence, policies, procedures, rules, regulations, receipts, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, bulletins, policies/procedures, map books, directories, or other documentation for reference and/or review.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, sorting/distributing incoming mail, or processing outgoing mail.

Operates a variety of equipment and tools associated with department activities, which may include a police vehicle, firearms, chemical weapons, radio communications equipment, or general office equipment.

Communicates via telephone and/or two-way radio; answers incoming telephone calls and monitors radio traffic; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Creates and maintains positive public relations.

Communicates with supervisor, employees, other departments, law enforcement personnel, outside law enforcement agencies, court personnel, law offices, attorneys, insurance agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of applicable laws/regulations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Transports documentation to/from courthouse as needed.

Provides assistance to criminal warrants division, patrol officers, or other employees/divisions as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational training in vehicle maintenance; supplemented by two (2) years previous experience and/or training involving, law enforcement, basic supervision, clerical/customer service work, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

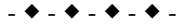
**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, disease, pathogenic substances, violence, firearms, or chemical weapons.

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

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Date

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Date