



BAY COUNTY SHERIFF'S OFFICE

3421 N. Highway 77, Panama City, Florida 32404

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Tommy Ford
Sheriff

POSITION VACANCY ANNOUNCEMENT
POSITION: MECHANIC II
SELECTION PROCESS MONITOR #:23-055

POSITION VACANCY

The Bay County Sheriff's Office is currently accepting applications for the position of Mechanic II.

MAJOR FUNCTIONS

This position requires skilled workers in the general repair of cars, motorcycles, and other Sheriff's Office equipment. A Mechanic II works under the direction of the Automotive Shop Supervisor.

ILLUSTRATIVE DUTIES

Inspect vehicle engines and mechanical/electrical components to diagnose issues accurately. Conduct routine maintenance work aiming at vehicle functionality and longevity. Rebuild, replace, or repair vehicle parts such as engines, brakes, tires, transmission lines, electrical assemblies, and accessories. Use diagnostic equipment to evaluate mechanical problems in vehicles. Performs tune-ups, brake jobs, and other preventative maintenance on cars, trucks, buses, and other agency equipment; replaces common parts and makes adjustments. Possess the aptitude to install after-market equipment, lighting, electrical wiring, and in-car radios into new agency vehicles. Assist the shop supervisor in preparing requisitions for the repair of equipment. Assist the shop supervisor in the procurement of parts and equipment. Assist the shop supervisor in maintaining accurate records for the repair of agency vehicles. Follow safety procedures at all times to avoid accidental injuries and damage to automobiles. Keep shop, equipment, and tools in safe operating condition. Perform other duties as assigned by management. NOTE: The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough working knowledge of the standard methods, practices, tools, and equipment of the automotive mechanic trade. Thorough knowledge of all phases of the automotive shop operations related to automotive repair work. Thorough knowledge of the operating principles of internal combustion engines. Knowledge of occupational safety and health principles and practices related to the operation of an automotive repair and maintenance facility. Skilled in diagnosing and locating defects in equipment.

MINIMUM QUALIFICATIONS

High School Diploma or equivalent required. 1-4 years automotive repair experience strongly preferred. Ability to sit or stand for prolonged periods of time. Ability to perform repetitive tasks, manual dexterity. Vision abilities required include close, distance and depth perception. Heavy lifting. On call and subject to recall.

SALARY/PAY GRADE

The entry level salary is \$44,892.

RESPONSE

All interested individuals are required to submit a Phase 1 application (www.bayso.org) to the Bay County Sheriff's Office, Personnel Section, by 5:00 PM, on January 3, 2024. Additional inquiries can be made through the Personnel Section at (850) 248-2073 or laurie.rhodes@bayso.org.

DATE OF ANNOUNCEMENT: December 19, 2023

THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE