



BAY COUNTY SHERIFF'S OFFICE

MAIN FACILITY

3421 N. Hwy 77, Panama City, Florida 32405



POSITION VACANCY ANNOUNCEMENT

POSITION: MECHANIC I

SELECTION PROCESS MONITOR #: 25-019

POSITION VACANCY

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

MAJOR FUNCTIONS

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

This is an emergency essential position that requires the performance of emergency duties and actions to prepare, repair, and recover the Sheriff's Office before, during, and after any adverse storm events (hurricane, tornado, tropical storm, ice storm, etc.) or other conditions (natural or manmade).

ILLUSTRATIVE DUTIES

The successful applicant should be able to perform ALL of the following functions at a pace and level or performance consistent with the actual job performance requirements.

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 brakes, transmission lines, electrical assemblies, and accessories. Use diagnostic equipment to evaluate mechanical problems in vehicles. Always follow safety procedures to avoid accidental injuries and damage to automobiles. Keep shop, equipment, and tools in safe operating condition. Performs tune-ups, brake jobs, and other preventative maintenance on cars, trucks, buses, and other agency equipment; replaces common parts and makes adjustments. 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. Subject to varied work hours and recall during emergencies as essential personnel. Perform other duties as assigned by the Automotive Shop Supervisor.

NOTE: These are illustrative duties. 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

Working knowledge of the standard methods, practices, tools, and equipment of the automotive mechanic trade. Knowledge of all phases of the automotive shop operations related to automotive repair work. 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. 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 \$40,000

RESPONSE

All interested individuals are asked to complete a form on our website <https://bayso.org/employment/>, by **Monday, September 29, 2025 at 5:00 pm.**

Once we receive your information, we will send you an invitation to complete our Personal History Statement (PHS) form online. Email Personnel@bayso.org for further information.

ADDITIONAL INQUIRY

Any questions regarding this VACANCY ANNOUNCEMENT should be made to the Personnel Section, at **(850) 215-5599 or 215-5097.**

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