



Mechanic/Communications Liaison **Sheriff's Office**

Oneida County is accepting applications for a Mechanic/Communications Liaison position with the Oneida County Sheriff's Office. This position installs, troubleshoots, repairs and maintains vehicle communication systems used by public safety agencies within the county. This position also helps with repairs of squad cards, ambulances and a variety of heavy trucks and maintenance equipment.

Position includes an excellent benefit package including enrollment in the Wisconsin Retirement System, health, dental and vision insurance, short-term disability and life insurance coverage and generous PTO (Paid Time Off) with the ability to carry over unused hours into future years. The 2024 hourly wage is \$24.33 to \$27.80 per hour, dependent on previous experience plus the potential for performance and cost of living wage increases.

Qualified applicants must have a High School degree or equivalent and a valid WI Driver's license with no restrictions, plus experience and knowledge of gas and diesel mechanical repair along with extensive knowledge of vehicle electronics and computer systems. Successful candidates will have good computer skills, the ability to follow safety precautions and procedures, be able to maintain accurate and complete records and reports, and be able to work both independently and with others to achieve goals. Applicants considered for the position must pass a pre-employment drug screen, medical exam, criminal background check and interview.

Complete job description and *required Sheriff's Office application* is available at www.oneidacountywi.gov under the Employment tab. Applications must be typed, fully completed, signed and either emailed to jlueneburg@oneidacountywi.gov or mailed to Oneida County LRES (Personnel), P.O. Box 400, Courthouse, 1 S. Oneida Ave., Rhinelander, WI 54501.

Deadline to apply is Friday, May 10, 2024 at 9:00 a.m.

Oneida County is an Equal Opportunity Employer

Oneida County Job Description

Job Title: Mechanic / Communications Liaison
Department: Sheriff
Reports To: Captain of Patrol / Captain of Emergency Services
FLSA Status: Non-Exempt
Prepared By: Sheriff Grady Hartman
Prepared Date: April 8, 2024
Approved By: Lisa Charbarneau
Approved Date: April 2024

SUMMARY:

This full-time position is responsible for repairs to a fleet of squad cars, ambulances and a variety of heavy trucks and maintenance equipment. Duties require the use of considerable initiative and judgement in determining the nature of repairs needed, and in developing work methods and procedures.

Work involves installation, troubleshooting, repair, and maintenance of vehicles/communications systems used by governmental public safety agencies within the County. Contact with Sheriff's Office personnel who use radio and related electronic equipment plus some interaction with other County departments, public safety agencies, or vendors. Position is supervised by the Captain of Emergency Services and Captain of Patrol who reviews work through periodic inspections and observations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Perform basic maintenance of gas/diesel vehicles and equipment to include: Changing oil, checking fluid levels and rotating tires. Repair or replace worn parts, such as brake pads, wheel bearings, and sensors. Familiarization with electrical and communications systems. Repairs electrical systems and diagnose motor problems. Repair cooling systems, radiators, water pumps, and heating systems.

Trouble-shoot, maintain, and assist in various radio and electronic equipment within the scope of the Sheriff's building complex, tower sites and other buildings under the purview of the Sheriff's Office. These duties include, but are not limited to hardware/software applications, pull and terminate low voltage wire applications e.g., phone, modem and associated control circuitry, antenna cables, radio repair and vehicle installations.

Repair and maintain County-owned communication systems and equipment including squad car and ambulance emergency equipment. Maintain County-owned radio tower site equipment including but not limited to scheduled tower inspections and general maintenance on back-up generator and related equipment. Order and maintain an inventory of standby and replacement equipment for the County-owned communication system.

Performs minor welding and machine work.

Perform scheduled preventative maintenance checks on all squad cars, ambulances, and other county owned vehicles. Provide written documentation and recommendations for repair to the Captain of Emergency Services and Captain of Patrol. Provide documentation to the Captain of Emergency Services and Captain of Patrol of all ambulance /squad car repairs that includes a description and all costs associated with the each repair.

Makes service calls when squads/ambulances and other heavy mobile units break down while in service.

Remove and install two-way radios, mobile data computers (MDC), laptop computers, and related electronic equipment in squads/ambulances and other heavy mobile units.

Assist Building and Grounds Department with preventative and general maintenance and repair of County owned generators used to support the County Public Safety Radio System.

Perform any other duties as assigned by the Sheriff.

SUPERVISORY RESPONSIBILITIES:

Ability to plan and supervise the work of vendors.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of new squad/ambulance electronics and on-board computer systems.

Knowledge of the tools, equipment, materials, methods, and practices used in machining metal components.

Knowledge and skill in the use of tools and equipment applicable to maintenance and repair of automotive engines, components, and associated equipment.

Knowledge of test driving techniques used in diagnostic and after-repair road tests.

Knowledge of safety precautions and procedures applicable to maintenance shops, machining, and mechanical procedures.

Knowledge of diagnosing and repairing electrical systems.

Ability to maintain accurate and complete records and prepare reports.

Knowledge of and willingness to follow all safety rules and procedures.

Knowledge of Sheriff's Office equipment and procedures.

Basic knowledge of radio and electronics/low voltage applications.

Basic knowledge of brakes, clutches, transmissions, and differentials.

Ability to work with and understand computer programs and languages (e.g., Windows, DOS, Word, Excel, Access, M.S. Explorer) and other radio programming software.

Ability to work a flexible schedule, maintain contact with the Sheriff's Office by carrying a cell phone and complete tasks as required.

EDUCATION and/or EXPERIENCE:

High school degree.

General knowledge of gas/diesel mechanical repair.

LANGUAGE SKILLS:

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data. Ability to utilize a variety of advisory data and information such as billing statements, invoices, budget statements, communication systems license applications and renewals, activity reports, equipment specifications, purchase requisitions, time cards, computer software operating manuals, equipment repair manuals, maps, non-routine correspondence and computer languages.

Ability to communicate orally and in writing with emergency personnel, government officials, radio technicians and product vendors.

REASONING ABILITY:

Must have the ability to evaluate situations, based on training/experience and policy/procedures, and make good decisions. Ability to maintain a safe, organized work environment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess and maintain a valid Wisconsin driver's license with no restrictions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments and if necessary, repairs, such as computer terminals and ancillary equipment, service monitors, a variety of hand tools, mechanic's tools, soldering equipment, electronic diagnostic equipment, hydrometer emergency generators and motor vehicle.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use and electronic equipment repair.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Ability to exert moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.