

FLEET FUEL SYSTEMS SPECIALIST

Job Code	Pay Grade
12994	CL13

Nature of Work

This is skilled and technical work in setting-up, installing, maintaining, repairing, and operating multiple location fuel storage tanks and fuel distribution equipment of petroleum products, as well as fleet automotive related waste. An employee in this class is responsible for inventory, storage, transport, and transfer of the county government's vehicle and equipment petroleum related materials. The candidate ensures compliance with waste collection, storage and disposal requirements; including implementing response and clean-up procedures on petroleum spill incidents. Work requires adherence to national, state and local environmental laws, ordinances, codes and regulations applicable to storage and distribution of automotive and fuel related materials. The incumbent plans and assembles pipe networks for above ground storage tank systems. The incumbent performs monthly, annual, and other periodic administrative and regulatory fuel site inspections and record keeping tasks plus monitors and inspects the work of contractors engaged in tank removal and installation to include oversight of contaminated soil removal activities. Work requires the exercise of considerable judgment in resolving routine situations but complex technical problems are referred to a supervisor or manager with recommended courses of action. The position reports to a supervisor or designee.

Minimum Qualifications Requirements

- 5 years experience performing installation, maintenance, and repairs for a multi-location automotive and fleet fuel storage and dispensing operation with responsibility for pollutant conveyance systems; the experience must include work with high and low voltage electrical fuel storage and dispensing control equipment; plus the candidate must possess and maintain a Florida Class A Commercial Driver's License with air brake, tanker, and hazardous materials endorsement; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of specialized mechanical, fuel control, environment, safety, and related training or certifications within 1 year of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive)

- Performs routine and emergency field servicing of specialized and complex fuel site equipment at multiple fleet and vehicle locations.
- Coordinates outsourced vendor repair services for fuel site maintenance and repair.
- Loads county owned and operated fuel trucks and performs critical fuel deliveries to various county sites ensuring proper record keeping and recording of deliveries and fuel transfers.
- Performs diagnostic tests on parts, modules or sub-assemblies.
- Plans and reviews equipment designs to achieve regulatory compliant piping networks for above ground fuel storage tank systems.
- Procures required materials and installs piping systems that pass regulatory inspections.
- Performs installation, maintenance, modification, calibration, and repair to electronic and mechanical instrumentation, equipment and control systems at various county fuel storage locations.
- De-vaporizes and inspects storage tank interiors; if necessary, evacuates accumulated water from fuel storage tanks to meet regulatory compliance.
- Responds to fuel spills as directed and required to remedy incident and handles soil removal or other initial remedial actions, as well as coordinates removal of major contaminations with county contractors responsible for pollution clean-up.
- Maintains fuels and fuel operation location sites in compliance with Federal, Florida, and local requirements.

FLEET FUEL SYSTEMS SPECIALIST (continued)

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Illustrative Tasks (continued)

- Performs regulatory and site compliance inspections of county owned and operated fuel sites.
- Maintains detailed records and completes all required regulatory reports for monthly and annual regulatory compliance.
- Advises supervisor of emergent technologies in fuel system delivery operation hardware and software.
- May perform carpentry, electric, electronic, and plumbing work.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of industry recognized and accepted practices and materials for fuel site maintenance and pipefitting.
- Knowledge of material safety and health regulations and considerations associated with the handling, transporting, dispensing, receipt and disposal of chemicals and petroleum products and ability to make routine technical decisions to assure safe and proper operation of fuel dispensing systems.
- Knowledge of rules and regulations applicable to fuel storage, dispensing and transport systems, plus safety and environment related compliance matters.
- Knowledge of the methods and materials of the pipefitting trade.
- Skill in reading complex schematics and blueprints; basic ability to prepare sketches as required to communicate technical information.
- Skill in reading schematics, diagrams, and blueprints; basic ability to prepare sketches as required to communicate technical information.
- Skill in the use of material handling equipment such as forklifts, mobile cranes and backhoes.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships with managers, supervisors, employees, vendors, and others.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to maintain accurate records.
- Ability to make routine technical decisions independently to ensure safe and proper operation of fuel site equipment and dispensing systems.
- Ability to perform a combination of skilled trades' tasks including those in the fields of electrical, plumbing, mechanical, welding and other trades as required for maintaining, repairing, and improving fuel site effectiveness and efficiency.
- Ability to perform arithmetic calculations as required for measures such as volume, area, circumference, with aligning ability to convert such calculations to units of measure.
- Ability to prepare parts order requests as required for the requisitioning of required repair parts and vendor service
- Ability to safely and effectively use a wide variety of hand and power operated tools used in the mechanical and pipefitting trades.
- Ability to use a variety of physical and electronic measuring instruments accurately.

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Created	EEOC Code	Overtime Code
4/14	Technicians	Classified