

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: The Honorable Chair and Members
Of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources *GR for*

SUBJECT: Addition, Revision and Re-Instatement of Class Specifications

DATE: February 23, 2012

As part of the Human Resources Department's ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature.

ADDITION**SPEC NO.**

22178

TITLE

Certified Mechanic/Electro-Mechanical

PG

CL14

REVISION**SPEC NO.**

22230

TITLE

Certified Mechanic Supervisor

PG

CL16

RE-INSTATEMENT**SPEC NO.**

22300

TITLE

Fuel Systems Specialist

PG

CL12

PR/JL/gjc
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CERTIFIED MECHANIC/ELECTRO-MECHANICAL

Job Code	Pay Grade
22178	CL14

Nature of Work

This is skilled technical mechanical work in troubleshooting and correcting electro-mechanical diesel and gasoline engine powered generator systems, plus other highly specialized electro-mechanic work. Employees in this class are certified and exercise technical independence in determining work methods and procedures. Incumbent may direct and lead others during major repair or overhaul projects. Incumbents apply full performance level mechanical and technical expertise and supervision in one or more specialized assignment areas. Incumbents execute specialized protocols and procedures for the repair and maintenance of the county fleet and equipment inventory to include critical back-up power control and generating systems. Incumbents assigned principal responsibility for emergency power generation are required to apply a high level technical expertise in alternating current (AC) voltages up to 4160V, 3 phase and apply expert skills in performing activities related to electrical power systems safety. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

Class covers multiple mechanic positions that may require a candidate to possess either one (or both) specializations:

- 4 years of electro-mechanical fleet vehicle and automotive mechanic journeyman level experience in the assigned field of automotive related maintenance and repair of emergency generators and power generation control systems fleet duties; and/or
- 4 years of electro-mechanical emergency power systems journeyman level experience in the assigned field of maintenance and repair of facilities' emergency generators and power generation control systems that includes technical expertise and responsibility for AC voltages up to 4160V, 3 phase power systems; or
- 4 years employment in a combination of these journeyman level tasks; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License with tanker and hazardous material endorsements.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession of 4 years journeyman level experience in gasoline and diesel engine repair and maintenance.
- Possession of 4 years journeyman level electrical repair, maintenance, and installation of facilities' emergency power generation systems and equipment.
- Possession and maintenance of certificates indicating successful completion of Automotive Service Excellence (ASE) certification in Diesel Engines (T-2).
- Possession and maintenance of Electrical Generating Systems Association (EGSA) Certification as an Electrical Generator Systems Technician within 1 year of appointment.
- Possession and maintenance of a valid Pinellas County electrician journeyman level Certificate of Competency.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Performs electro-mechanical maintenance and repair of diesel and gasoline engine powered generator systems.
- Performs electro-mechanical maintenance and repair on portable and stationary emergency powered generators and power generation systems.
- Diagnoses malfunctions of generators and power generation and control systems.
- Estimates nature and extent of repair services required, procures and receives materials, parts, services and supplies.
- Reports to and requests from supervision required additional infrastructure items required for work completion; e.g., tools, equipment, and personnel as required

CERTIFIED MECHANIC/ELECTRO-MECHANICAL (continued)

Job Code	Pay Grade
22178	CL14

Illustrative Tasks (continued)

- Repairs, replaces, rebuilds and modifies generators, motors, electrical power switching mechanisms, control relays and associated system components.
- Coordinates repair and service requirements with representatives of various county departments or agencies.
- Contacts various vendors and manufactures of generator systems and parts for research and procurement of required parts for completion of repair processes.
- Leads, trains, and directs others, and provides oversight to peer employees, contractors, and other personnel engaged in the installation and repair of diesel engines, emergency power generators, and power control systems.
- Operates automotive and heavy equipment associated with the installation and repair of emergency power generators and power generation systems.
- Diagnoses malfunctions of generator systems, estimates nature and extent of repair services required, orders materials, parts and supplies needed. Secures necessary personnel, performs necessary repairs.
- Repairs, replaces, rebuilds and modifies generators, motors, electrical power switching mechanisms, control relays and associated system components.
- Coordinates with representatives of various county departments or agencies regarding generator repair or service requirements.
- Contacts vendors and manufactures of generator systems and parts in order to secure necessary parts for repairs.
- Trains, directs and reviews the work of other individuals engaged in the installation and repair of generator systems.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

Fleet Automotive, Construction Equipment & Other

- Knowledge and skills in one or more specialized assignment areas covering diesel and gasoline engines, generators, engine governors, generator and engine control gears and electro-mechanical switching mechanisms.
- Knowledge of electrical, electronic, hydraulic, pneumatic, vacuum, and mechanical systems and components of motorized vehicles and equipment.
- Knowledge of the principles of automotive mechanics, design, occupational hazards and safety precautions.
- Skill in troubleshooting and determining reasons for malfunctions in electrical and mechanical components and control systems and correcting of same.
- Ability to endure long periods of standing, walking or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.
- Ability to maintain effective working relationships with managers, supervisors, employees, vendors and others.
- Ability to perform heavy manual work for extended periods in inclement weather.
- Ability to read and interpret complex electro-mechanical wiring diagrams and schematics.
- Ability to review, recommend, and implement improvements to servicing methods, and/or repair processes inclusive of required tools and materials.
- Ability to use tools, machines, test instruments and repair manuals used in fleet maintenance and/or fleet electro-mechanical services.

Emergency Power Generation Systems

- Knowledge and skills in maintenance and repair of large complex facilities emergency power generation and control systems.
- Knowledge and skills in the installation, modification, repair, and maintenance of electro-mechanical systems.
- Knowledge of operating and repair characteristics of public works equipment and/or portable and stationary emergency power generation systems.

CERTIFIED MECHANIC/ELECTRO-MECHANICAL (continued)

Job Code	Pay Grade
22178	CL14

Knowledge, Skills, and Abilities (continued)

- Knowledge of the occupational hazards and related safety precautions of the trade, including the supervision of those working with AC voltages up to and including 4160V, 3 phase equipment.
- Skill in the use of tools, machines and testing instruments used in the diagnosis, repair and overhaul of power generation units and control system components.
- Skill in troubleshooting and determining reasons for malfunctions in electrical and mechanical facilities' emergency power generation systems and correcting of same.

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Created	EEOC Code	Overtime Code
3/12	Skilled Craftsman	Classified

CERTIFIED MECHANIC SUPERVISOR

Job Code	Pay Grade
22230	CL16

Nature of Work

This is highly skilled mechanical and related supervisory work coordinating the maintenance and repair activities for a complex organization responsible for fleet and equipment maintenance, plus other highly specialized mechanic and electro-mechanic work. Incumbents exercise continuous supervision over others and operate with a high degree of independence. The class applies to multiple positions that are mechanical in nature with the incumbent required to possess special qualifications and certifications such as those commonly found in automotive and/or electrical power emergency power generation systems. Incumbent assignments may encompass a diverse range of highly specialized services and critical functions such as the county's automotive fleet and construction equipment pool or the county's portable and stationary emergency power generation systems. Duties include conferring with and utilizing various departments' resources and other fleet and/or emergency power support services. Incumbents assigned principal responsibility for emergency power generation are required to apply a high level technical expertise in alternating current (AC) voltages up to 4160V, 3 phase and apply expert skills in supervising activities related to electrical power systems safety. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

Class covers multiple mechanic positions that may require a candidate to possess one or a combination of several specializations, plus candidate must possess experience as a supervisor, team leader or received supervisory training AND:

- 6 years of fleet vehicle and automotive mechanic journeyman level experience in the assigned fleet duties; or
- 6 years of electro-mechanical emergency power systems mechanic journeyman level experience in the assigned field of maintenance and repair of facilities' emergency generators and power generation control systems that includes technical expertise and responsibility for AC voltages up to 4160V, 3 phase power systems; or
- 6 years employment in a combination of these journeyman level tasks; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License with specialized endorsements.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of Automotive Service Excellence (ASE) certification to include brakes, steering and suspension in either heavy trucks or automobiles.
- Possession and maintenance of Mobile Air Conditioning Society certification and/or ASE air condition certification.
- Possession and maintenance of ASE Certification in Diesel Engines T-2.
- Possession of 3 years journeyman level experience in gasoline and diesel engine repair and maintenance.
- Possession and maintenance of Electrical Generating Systems Association (EGSA) Certification as an Electrical Generator Systems Technician within 1 year of appointment.
- Possession and maintenance of a valid Pinellas County electrician journeyman level Certificate of Competency.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Supervises a staff of subordinate employees engaged in the maintenance and repair of a wide variety of automobiles, trucks, heavy equipment, vans, electro-mechanical power generation systems, or related equipment.
- Provides supervisory direction and direct oversight in the diagnoses and repair of vehicles, equipment, or emergency generators and power generation systems.
- Estimates repair requirements and implements action plans based on nature and criticality of assignment or projects.
- Schedules work and assignments for routine or short notice maintenance requirements as well as major projects.
- Maintains a variety of records relating to work orders, activity logs, parts requisitions and related matters.
- Coordinates the training of assigned mechanics and other support personnel.

CERTIFIED MECHANIC SUPERVISOR (continued)

Job Code	Pay Grade
22230	CL16

Illustrative Tasks (continued)

- Plans and ensures orders for materials required to perform repairs as required by technicians and related staff members.
- Performs cost/benefit analysis of required and completed repairs and determines, prioritizes, and assigns workload based on criticality assignment.
- Schedules and performs preventive maintenance.
- Schedules and prioritizes automotive and other power unit repairs, replacements, rebuilds and modifications to generators, motors, electrical power switching mechanisms, control relays, and associated system components.
- Inspects operational areas for adherence to safety standards.
- Ensures that tools and equipment are maintained and utilized in a safe and efficient manner and inspects rolling stock for adherence to safety standards and regulations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

Fleet Automotive, Construction Equipment & Other

- Knowledge and expert skills in one or more specialized assignment areas covering diesel and gasoline engines, generators, engine governors, generator and engine control gears and electro-mechanical switching mechanisms.
- Knowledge of electrical, electronic, hydraulic, pneumatic, vacuum and mechanical systems and components of motorized vehicles and equipment.
- Knowledge of the principles of automotive mechanics, design, occupational hazards and safety precautions.
- Skill in troubleshooting and determining reasons for malfunctions in electrical and mechanical components and control systems and correcting of same.
- Ability to display courtesy and professionalism in dealing with customers.
- Ability to endure long periods of standing, walking, or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.
- Ability to maintain effective working relationships with managers, supervisors, employees, vendors and others.
- Ability to lead and train technical personnel to perform a combination of skilled trades' tasks including those in the fields of electrical, plumbing, mechanical, welding and other trades.
- Ability to perform heavy manual work for extended periods in inclement weather.
- Ability to plan, assign, supervise, and evaluate the work of subordinates; recommend and implement improvements.
- Ability to read and interpret complex electro-mechanical wiring diagrams and schematics.
- Ability to train, supervise and review the work of assigned subordinates.
- Ability to use and train others in the use of tools, machines, test instruments and repair manuals used in fleet maintenance and/or fleet electro-mechanical services.

Emergency Power Generation Systems

- Knowledge and expert skills in maintenance and repair of large complex facilities' emergency power generation and control systems.
- Knowledge and expert skills in the installation, modification, repair, and maintenance of electro-mechanical systems.
- Knowledge of operating and repairs to public works equipment and/or portable and stationary emergency power generation systems.
- Knowledge of the occupational hazards and related safety precautions of the trade, including the supervision of those working with AC voltages up to and including 4160V, 3 phase equipment.
- Skill in the use of tools, machines and testing instruments used in the diagnosis, repair and overhaul of power generation units and control systems components.
- Skill in troubleshooting and determining reasons for malfunctions in electrical and mechanical facilities' emergency power generation systems and correcting of same.

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Revised	EEOC Code	Overtime Code
3/12	Skilled Craftsman	Classified/Excluded

FUEL SYSTEMS SPECIALIST

Job Code	Pay Grade
22300	CL12

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.

FUEL SYSTEMS SPECIALIST (continued)

Job Code	Pay Grade
22300	CL12

Illustrative Tasks (continued)

- Performs regulatory inspection of county owned and operated fuel sites.
- Maintains detailed records and completes all required regulatory reports for monthly and annual regulatory compliance.
- May perform carpentry, electric, electronic, and plumbing work.

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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Re-instated	EEOC Code	Overtime Code
3/12	Technician	Classified