

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FUEL TANK SPECIALIST

Department: Fleet Management
Pay Grade: 213
FLSA Status: Non-Exempt
Job Class: 7087
Risk Code: 8380

JOB SUMMARY

Responsible for performing detailed mechanical evaluations on all brands of generators and fuel tanks relating to failures, damage, defects, maintenance and safety issues and resolving them.

ESSENTIAL JOB FUNCTIONS

- Manages and ensures Florida Department of Environment Protection (FDEP) and Environmental Protection Agency (EPA) compliance readiness.
- Assures all storage tanks are in compliance for annual inspection.
- Appears onsite at least monthly to verify that all appropriate operational and maintenance tasks have been completed.
- Ensures that the appropriate individuals are assigned and trained to properly operate and maintain the AST and UST system, maintain appropriate records, and properly respond to emergencies such as spills or releases.
- Operates mobile and hydrant refueling vehicle to issue petroleum products to generators and storage fuel tanks.
- Diagnoses and repairs mechanical problems on various types of county vehicles and heavy equipment. Makes major and minor automotive, equipment and fire/rescue apparatus repairs including changing fan belts, radiator hoses, and sparkplugs.
- Makes minor and major repairs by replacing components such as fuel hoses, fuel pumps, fuel pedestals, cylinder heads, generator assembly, exhaust systems, engine assembly, wiring harnesses, starters, alternators, battery chargers and block heaters.
- Performs and oversees annual operability checks of all fuel tanks and performs annual load banking on generators.
- Maintains fuel polisher system and polishes fuel in tanks as needed.
- Oversees hurricane season readiness. Assures all generators are properly functioning for unplanned outages and fuel tanks are adequately filled for state emergencies.
- Adheres to all safety and environmental rules and regulations to protect employees and public safety.

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position occasionally functions as a lead worker for a small group of employees (1 or 2) in the absence of a designated lead position. May review the work of others. Provides guidance, advice, and assistance to others on work assignments.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent; and ten (10) years' experience in relevant field; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida **Class B** driver's license to operate a motor vehicle with Hazmat and Tanker Endorsement within 180 days of appointment. Requirement exists at the time of hire and as a condition of continued employment.

- Fuel Site Operator License Classes A, B & C.
- Generator certification.
- Generac certification.
- Institute of Storage Tank Management.
- Master Certification from the National Institute for Automotive Service Excellence (NIASE) in Heavy Trucks (or) Light Automotive.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise judgment in the selection of procedures, methods, or tools, equipment to accomplish specific tasks.

- Knowledge of fuel tank and generator system components and the materials from which they are constructed.
- Knowledge of the Department of Florida Environmental Protection compliance and Environmental Protection Agency regulations.
- Knowledge of new tools, materials and systems used on the job.
- Ability to diagnose, troubleshoot, and recommend a repair plan for generator and storage tanks
- Ability to work independently with general supervisory approval.
- Ability to use power tools and machines safely.
- Ability to comprehend detailed verbal narrative, schematic, and complex diagrammatic instructions and directions.
- Ability to move heavy machine parts and metals.
- Ability to remain calm in stressful situations and cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to walk, climb, or balance, stoop, kneel, crouch or crawl, and taste or smell; will frequently be required to stand, use arms, hands, and fingers to handle, feel and reach.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts and risk of electrical shock; will frequently be exposed to wet or humid conditions, fumes toxic or caustic chemicals, outdoor weather conditions, and extreme cold and heat.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.