



## **Fleet Fuel Systems Specialist**

**Category:** Classified  
**Pay Grade:** C20  
**Job Code:** 12994

*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.*

### **JOB SUMMARY**

Performs 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; oversees inventory, storage, transport, and transfer of the County government's vehicle and equipment petroleum related materials; ensures compliance with waste collection, storage, and disposal requirements, including implementing response and clean-up procedures on petroleum spill incidents; maintains adherence to national, state, and local environmental laws, ordinances, codes, and regulations applicable to storage and distribution of automotive and fuel related materials; plans and assembles pipe networks for above ground storage tank systems; 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.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Performs routine and emergency field servicing of specialized and complex fuel site equipment at multiple fleet and vehicle locations;
- Prepares bid specifications, writes scope of work, and maintains invoices and receipts;
- 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 and 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, state, and local requirements;
- 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;
- Handles and executes removal of hazardous byproducts;
- Advises supervisor of emergent technologies in fuel system delivery operation hardware and software;

- May perform carpentry, electric, electronic, and plumbing work;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Five (5) years of experience performing installation, maintenance, and repairs for a multi-location automotive and fleet fuel storage and dispensing operation with responsibility for pollutant conveyance systems, including work with high and low voltage electrical fuel storage and dispensing control equipment; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Must possess and maintain a Florida Class A Commercial Driver's License with air brake, tanker, and hazardous materials endorsement.
- Possession and maintenance of specialized mechanical, fuel control, environment, safety, and related training or certifications within one year of appointment.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **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 schematics, diagrams, and blueprints and 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.

**PHYSICAL/MENTAL 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. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in an environment with crisis situations that require major decisions involving people, resources, and property.