



## HARRISON COUNTY SHERIFF'S OFFICE

### JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** Mechanic

**DIVISION:** Vehicle Maintenance

**CLOSING DATE:** 02/17/2025

**INSTRUCTIONS FOR APPLICANTS:** You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention Center for consideration. You may also submit an application through our website [www.harrisoncountysheriff.com/careers](http://www.harrisoncountysheriff.com/careers).

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

**HARRISON COUNTY SHERIFF'S OFFICE  
Mechanic Job Description**

|  |  |
|--|--|
| <b>Position Title:</b> Vehicle Mechanic/ Mobile Electronic Installer | <b>Base Salary Range:</b> \$40,000.00 annually |
| <b>Supervised By:</b> Fleet Manager                                  |  |

**ESSENTIAL FUNCTIONS:**

Under the general supervision of the Vehicle Maintenance Supervisor, performs skilled mechanical work of above-average difficulty and responsibility related to the maintenance and repair of automotive and related mechanical equipment. Incumbents possess sophisticated knowledge and skill in performing mechanical tasks involving general repair, maintenance, and servicing of automotive and related equipment and are capable of exercising good judgment and individual initiative in handling routine work and special assignments. Work assignments are made orally or in writing and work is reviewed through observation of results and periodic evaluations.

For security and safety purposes employees performing in this position will be required to undergo corrections certification training. To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill.

An applicant for the position of Mechanic within the Harrison County Sheriff's Office who cannot perform these essential tasks will not be accepted or retained. A current employee in this position who is not able to demonstrate proficiency in performing these tasks will be referred to the Harrison County Sheriff's Office administration for appropriate action.

**SPECIFIC DUTIES:**

In addition to the essential functions and general duties outlined above, a Mechanic of the Harrison County Sheriff's Office performs the following specific duties. The Mechanic will:

1. Repair, recondition, and perform preventative maintenance and service work on automotive and related equipment.
2. Perform various repairs on engines, cooling and air conditioning systems, transmissions, drivelines, suspension, and ABS brake systems.
3. Diagnose electrical system malfunctions, including issues with wiring, connections, or faulty equipment

**RESTRICTED LAW ENFORCEMENT DATA**

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

4. Repair or replace malfunctioning components.
5. Identify and address electrical issues related to 12v equipment installation.
6. Have a thorough understanding of automotive electrical systems and wiring diagrams.
7. Ability to perform soldering and splicing wires to ensure secure connections.
8. Know 12v components and their functions (switches, fuses, relays)
9. Ability to read and interpret installation manuals/ wiring schematics.
10. Maintain reports; request parts, materials, and equipment as required for the efficient performance of assigned repair work.
11. Maintain work areas and various shop equipment.
12. Supervise inmates assigned to Vehicle Maintenance.
13. Ensure inmates assigned receive proper safety training.
14. Assure the security of tools and materials.
15. Inventory tools and work materials after each job where inmates helped or were present.
16. Determine an inmate's ability to assist in maintenance.
17. Ensure inmate loitering is prohibited, maintaining an orderly flow in inmate traffic.
18. Ensure inmates enter and exit secured areas only after being searched.
19. Report immediately to the Fleet Manager any inmate behavior violating rules and regulations.
20. Ensure noise is reduced to a minimum by eliminating yelling, loud talking, horseplay, etc.

**RESTRICTED LAW ENFORCEMENT DATA**

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**CHAIN OF COMMAND:**

This position reports and is accountable to the Vehicle Maintenance Supervisor. Annual and supplemental job performance evaluations are completed in writing and discussed with the officer performing these duties. During the review, the employee will sign the evaluation acknowledging receipt, and receive a copy of the evaluation. The employee may disagree with the evaluation, and provide written comments.

**EDUCATION & EXPERIENCE:**

1. High school diploma, GED vocational training or other certificate of competency supplemented by two years of work experience in a wide variety of automotive repair jobs, or an equivalent combination of training and experience
2. Successfully complete corrections certification course within the time period allotted by the state;
3. Must possess a valid Mississippi Driver's License
4. Must have experience in mobile electronics installation, mechanical aptitude, and hand-tool proficiency
5. Mobile Electronics Certified Professional (MECP) certificate is preferred

**RESTRICTED LAW ENFORCEMENT DATA**

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.