FLEET MAINTENANCE ASSISTANT

Regular, full time position working day shift, Monday through Friday, with on-call status for exigent circumstances. Duties are as follows: assisting mechanics with all forms of vehicle maintenance to include emergency equipment installation and removal, vehicle transporting, inventory control, scheduling, computer entry and shop related responsibilities.

QUALIFICATIONS: Prior automotive industry experience preferred. Must have excellent oral and written communication skills, general computer knowledge and proficiency in Microsoft Office applications. Prior knowledge and/or experience in inventory control programs or vehicle maintenance programs preferred. Must possess a valid Florida driver’s license.

REQUIREMENTS

- Must be a U.S. Citizen or resident alien.
- Must be a high school graduate or its equivalent.
- Must not have tattoos on your hands, neck or face.
- Must not have used, tried, experimented or possessed ANY illegal controlled substance in the past 12 months.
- Must not have used, tried, experimented or possessed ANY illegal controlled substance classified as a schedule I or II substance (excluding marijuana) in the last 5 years.
- Must successfully complete a background investigation including drug testing.

EMPLOYER PAID BENEFITS

- Florida Retirement (special risk available)
- Life Insurance (1 x salary)
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Education Salary Incentive
- Tuition Reimbursement
- Vacation and Sick Leave
- Eleven Paid Holidays

Send applications to the following address:

Human Resource Division
Citrus County Sheriff’s Office
1 Dr. Martin Luther King Jr. Ave.
Inverness, Fl. 34450

Contact Human Resources (352) 726-4488 for more information

On-line employment applications are available at www.sheriffcitrus.org

Equal Opportunity Employer MF/D/V

Drug Free workplace

“All transfers and promotions within the Citrus County Sheriff’s Office are made without regard to race, sex, religion, national origin, age marital status, or disability.”