



James T. DeWees
Sheriff

FLEET COORDINATOR

Grade W24 – Non-Exempt
Starting Salary - \$67,392 annually

GENERAL DUTIES:

The Fleet Coordinator is a full-time civilian position assigned to manage the procurement, outfitting, maintenance, repair, inventory, and lifecycle of the Sheriff's Office fleet, public safety vehicle technology, and designated agency facilities.

Serving as the Sheriff's Office subject-matter expert for fleet equipment and vehicle technology, the Fleet Coordinator oversees the installation, maintenance, troubleshooting, and repair of emergency vehicle systems and acts as the primary liaison with Carroll County Fleet Management, County Facilities, contractors, manufacturers, and vendors. This position requires sound judgment, technical expertise, and strong organizational skills to manage multiple priorities.

AVAILABILITY:

Primary Hours - Monday through Friday 7:00 a.m. – 4:00 p.m. with 1 hour lunch / or 7:00 a.m. – 3:30 p.m. with a ½-hour lunch. Hours may need to be flexed as necessary to support operational needs.

ELIGIBILITY:

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a high school diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license
- Must be able read, write, and speak English
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at sheriff.carrollcountymd.gov)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include, but are not limited to:

Fleet Management

- Coordinate the procurement, specification, outfitting, assignment, maintenance, repair, replacement, and disposal of Sheriff's Office vehicles.
- Research vehicle platforms, safety equipment, operational requirements, and state purchasing contracts to assist with annual fleet replacement planning and budgeting.
- Develop vehicle equipment layouts and determine appropriate equipment configurations based on operational assignments, including patrol, K-9, investigations, command, specialty, and covert vehicles.

- Maintain fleet inventory records, vehicle assignments, registrations, mileage, maintenance history, warranty information, fuel records, and lifecycle documentation.
- Coordinate vehicle transport, inspections, warranty repairs, recalls, preventative maintenance, and repairs with Carroll County Fleet Management and outside vendors.
- Maintain the Sheriff's Office Vehicle Key Control System and associated accountability records.
- Conduct scheduled inspections and preventative maintenance for specialty vehicles, trailers, ATVs, the Mobile Command Center, Personnel Rescue Vehicle, and other assigned fleet assets.
- Promote fleet safety through inspections, preventative maintenance, and compliance with applicable standards and agency policies.

Public Safety Vehicle Technology

- Install, configure, maintain, troubleshoot, repair, and integrate law enforcement vehicle technology systems, including but not limited to:
 - In-Car Video Recording Systems (ICVRS)
 - Body-Worn Camera (BWC) integration
 - Mobile Data Terminal (MDT) mounting systems
 - Vehicle-mounted printers, keyboards, scanners, and docking stations
 - GPS, cellular, Wi-Fi, and public safety radio antenna systems
 - Emergency lighting and siren systems
 - License Plate Recognition (LPR) systems
 - Radar and speed enforcement equipment
 - Other emerging public safety technologies
- Read and interpret vehicle wiring diagrams and safely install or modify vehicle electrical systems supporting emergency equipment.
- Diagnose hardware, software, wiring, power distribution, and communication issues affecting vehicle electronics.
- Ensure compatibility between factory-installed vehicle systems and aftermarket public safety equipment.
- Maintain radar calibration records, update calibration software, coordinate required testing, and maintain accountability for all assigned radar equipment.
- Maintain accurate inventories, warranty documentation, preventative maintenance records, and lifecycle information for fleet technology assets.

Administrative Responsibilities

- Prepare reports, purchase requests, quotes, specifications, inventories, and budget documentation.
- Research equipment, emerging technologies, industry best practices, and cost-saving opportunities.
- Coordinate effectively with Sheriff's Office personnel, Carroll County Fleet Management, County Facilities, Motorola, Priority, Brooks, Leonardo, and other manufacturers and vendors.
- Maintain accurate documentation and records in accordance with Sheriff's Office policies and applicable regulations, and other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of fleet management principles, preventative maintenance practices, vehicle lifecycle management, and emergency vehicle operations.
- Knowledge of public safety vehicle technology, electrical systems, emergency lighting, communications equipment, radar systems, mobile computing, and vehicle integration.
- Working knowledge of vehicle wiring, electrical diagnostics, antenna systems, and electronic troubleshooting.
- Knowledge of facility maintenance coordination and project management principles.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and related software

applications.

- Strong organizational, analytical, and project management skills.
- Ability to independently prioritize multiple assignments while meeting competing deadlines.
- Ability to diagnose complex technical and operational problems and develop practical solutions.
- Ability to establish and maintain effective working relationships with Sheriff's Office personnel, county departments, contractors, manufacturers, and vendors.
- Ability to communicate effectively, both orally and in writing.
- Ability to lift up to 50 pounds and safely perform physical tasks associated with vehicle equipment installation, facility maintenance coordination, and fleet inspections.

SELECTION PROCESS:

The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Completion of online Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination
- Final Command Review/Interview
- Final Job Offer

REQUEST PROCEDURE:

To be considered for this position, qualified candidates must complete and submit an employment application electronically through PoliceApp.com. **Applications must be submitted no later than 11:59 p.m. on Wednesday, September 2, 2026.** For more information about the hiring process, and to view a list of our disqualifiers, visit our website at sheriff.carrollcountymd.gov.

"One or more positions may be filled using this vacancy announcement"

The Carroll County Sheriff's Office is an Equal Opportunity Employer