

DATE	August 2010
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Police Equipment Specialist DEPARTMENT/DIVISION: Police

REPORTS TO: Special Services Division Lt.

SUMMARY: Responsible for coordinating fleet and equipment maintenance and inventory for the police department.

ESSENTIAL JOB FUNCTIONS:

- Coordinates vehicle maintenance schedules and equipment repairs
- Transports vehicles or equipment to proper location for required repair or maintenance
- Acts as liaison between police department and equipment vendors
- Performs and documents equipment inventories as required by departmental standards or directed by a supervisor
- Maintains required stock levels of forms and supplies
- Maintains and manages uniforms and uniform equipment
- Picks up required supplies from vendors or other city departments as necessary
- Picks up and delivers necessary documents between the police department and other entities as required
- Manages or creates information for maps or guides necessary for Patrol operations
- Trains in and performs minor repairs to equipment
- Assists and works in cooperation with the department Fiscal Affairs Officer in the equipment and supply function
- Operates desktop PC, in-car mobile computer, mobile and portable police radio, telephone, and other office equipment as needed
- May be assigned to perform duties in the field at the direction of a supervisor as deemed appropriate for special events or serious incidents or disasters

SUPERVISORY/BUDGET RESPONSIBILITIES:

• None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Professional oral and written communication skills
- Detail oriented with good organizational skills
- Ability to solve problems and establish priorities
- Ability to meet deadlines and follow direction
- Ability to work according to established policies and guidelines
- Safely operate departmental vehicles
- Able to lift and carry supplies and equipment

- Ability to operate MS Office Suite
- Knowledge of safe work methods;
- Skilled in providing customer service;
- Skilled in communicating effectively with a variety of individuals
- Ability to use close vision, distance vision, color vision, peripheral vision and to adjust vision focus.

MINIMUM QUALIFICIATIONS:

- High School Diploma or GED
- Possess a valid Class C Texas Drivers License

PREFERENCES:

• None.

WORKING CONDITIONS:

- The employee is required to work outside with exposure to the elements, fumes and/or outdoor particles.
- The employee is frequently required to lift, drive, use hands and reach with hands and arms.
- While performing the duties of this job, the employee is regularly required to lift heavy items (up to 50 lbs), stand, walk, speak clearly, listen attentively, and occasionally speak/hear over the sound of traffic.

CONDITIONS OF EMPLOYMENT:

- Pass a pre-employment drug screening
- Pass a pre-employment physical exam
- Pass a background check and criminal history investigation
- Pass a pre-employment polygraph examination
- Pass a motor vehicle records check
- Be insurable under the City's vehicle liability policy
- Work subject to recall and overtime as required