

SPECIAL WEAPONS AND TACTICS (SWAT) SUPPORT SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: The Special Weapons and Tactics (SWAT) Support Specialist is a paraprofessional class responsible for performing a variety of assignments involving administrative tasks and public contact work of a specialized nature. Assignments are completed under general supervision and work is reviewed for completeness and adherence to department policies and standards. Employees in this class are responsible for administering, monitoring, and/or implementing an inventory program to include initial property acquisition, distribution, and applying control numbers for a sizable amount of equipment and inventory. Some equipment is specialized, which requires a familiarity with current SWAT tactics and procedures, as well as a good working relationship with specialty item vendors. Periodic maintenance of equipment and supplies, or locating vendors to provide this service, is required. This position forecasts supply needs and independently ensures sufficient stock on hand to address any need. In accordance with grant-related and routine operational expenditures, the employee researches equipment, gathers bids, submits memos and purchase orders for SWAT and Homeland Security team, makes routine purchases with a procurement card, and completes related monthly reporting. This classification maintains the vehicle inventory of over fifty vehicles for SWAT, K9, Hazardous Devices, and Negotiators to include arranging scheduled maintenance, equipment inventory, updating the Fleet Database, and compliance with related grant guidelines. This position will complete additional unit support tasks to include assisting the range personnel with the SWAT weapons, weapon sights, and tactical light inventory records; coordinating delivery of supplies necessary for the operation of the K9 unit; assisting training with equipment, simulations, and scenarios; maintaining SWAT incident report files; assisting in creating monthly COMPSTAT reports and other year-end reports; and overseeing volunteers assigned to the area. This position will assist during training with equipment, simulations, and scenarios; maintain SWAT incident report files by month and date of occurrence and use this information to create monthly COMPSTAT reports; and assist and compile a year-end report. This position will supervise and direct the activities of the volunteers assigned to SWAT. This class performs related duties as required.

Distinguishing Features: The SWAT Support Specialist is a civilian member of the Police Department. Supervision is received from an Office Supervisor or Police Sergeant assigned to Special Operations. This class may be subject to emergency and/or scheduled call-out. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience performing responsible administrative work, including purchasing duties.

Special Requirements. Requires a valid Class D Arizona Driver's License by hire date. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of

Mesa. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Commercial Motor Vehicle (CMV) Operation Assignment: Must possess a valid Arizona Class A CDL or Commercial Learner's Permit (CLP) with no air brake restriction by assignment date. Hazardous Materials Endorsement (HME) is required for a CMV transporting certain types or quantities of hazardous materials (explosives, various types of gas, solids, flammable, and combustible liquid, etc.), requiring the completion of steps 1, 2 and 3 of the HME Threat Assessment (fingerprint based) through the Transportation Safety Administration (TSA) by assignment date. CLP holders must successfully complete the City's Entry Level Driver (ELD) training program, including the HME portion, the Third-Party Examiner (TPE) administered skills (driving) test, and obtain an Arizona Class A CDL with HME within 150 days of assignment. This assignment is subject to annual queries of the FMCSA Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse as outlined in Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) 49 CFR Part 382.701.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures. ***Commercial Motor Vehicle (CMV) Operation Assignment:*** This class is subject to Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 CFR Part 40 and Part 382 while assigned to CMV operation.

Preferred/Desirable Qualification. Experience with warehousing/inventory control is highly desirable. Experience with Excel is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, other City employees, the general public, vendors, contractors, and others to respond to questions, obtain and provide information, and explain and interpret the rules, regulations, practices, and policies of the Police Department or unit. Prepares correspondence, office procedures, work orders, purchase orders (POs), manuals, reports, surveys, flyers, packets, agendas, and minutes.

Manual/Physical: Operates standard office equipment such as personal computers (PCs), printers, copiers, calculators, etc. Enters data into a PC to prepare reports and other documents. Prepares and updates schedules, graphs, or similar charts. Sorts, files, and distributes mail, documents, or other material. Performs physical supplies inventories. Inspects, monitors, and evaluates information, objects, and work conditions. Moves various police equipment (maximum weight 60 pounds), and other materials and supplies for distances of up to 20 feet. Operates a motor vehicle (sedan, pickup truck, other oversized specialty vehicles, and marked police vehicles) requiring a standard Class D Arizona Driver's License, to pick up or deliver materials and supplies and to respond to SWAT Events. Works with chemicals such as pepper spray. Works in a variety of weather conditions while performing SWAT-related activities. ***Commercial Motor Vehicle (CMV) Operation Assignment:*** Operates a single motor vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more requiring a class B CDL; a combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more requiring a class A CDL; or any single vehicle or combination of vehicles used in the transportation of hazardous materials requiring a class C CDL or class A/B CDL hazardous materials

endorsement. Follows FMCSA regulations, State statutes and administrative codes, and City Policies regarding licensure, prohibited drug and alcohol use, and safe CMV operation.

Mental: Prioritizes own work. Resolves procedural, operational, and other work-related problems. Coordinates work activities and program functions with outside agencies, vendors, and other City departments. Researches, analyzes, and compiles data for various reports. Comprehends, makes inferences from, and interprets written materials, including: department policies, procedures, standards, correspondence, and computer software manuals, as well as layouts or other visual aids. Performs mathematical calculations or financial and cost analyses. Prepares or assists in preparing portions of a budget. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skills/Abilities:

Knowledge of:

the principles and practices of office management and the equipment used;
the research techniques and methods of report presentation;
the practices, methods, and records involved in money receipt and disbursement;
business English, spelling, and arithmetic;
City of Mesa Procurement policies and also State and Federal Homeland Security Guidelines; and
the municipal organization and functions of the City.

Skill in:

numerical and statistical typing or keying with minimal errors; and
the operation and care of standard office equipment.

Ability to:

compile data for special and periodic reports;
maintain complex records and prepare accurate reports from such records;
properly interpret and make decisions conforming to regulations and policies;
carry out recurring assignments independently and without specific instruction;
anticipate changes in the priorities of tasks or volume of work to be accomplished;
follow oral and written instructions; and
establish and maintain effective working relationships with management, coworkers, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 3/24

MR/js/co

CS4150.DOCX (Seasonal)

EEO-A/S

JOB FCTN-ADM

INCREMENTS 53-200

PAY GRADE: 44

IND-7720

SWORN-No