

POLICE FLEET AND FACILITIES LIAISON

JOB DESCRIPTION

Classification Responsibilities: A Police Fleet and Facilities Liaison is responsible for coordinating and monitoring the acquisition, outfitting, maintenance, and inventory control of police vehicles with the City's Fleet Support Services facility. This position is also responsible for coordinating maintenance and repair of police facilities with other City departments and outside vendors. The duties performed include: acting as fleet maintenance liaison for the Police Department; conducting cost analysis related to maintenance project bids; managing the fleet of leased vehicles including tracking, invoice reconciliation, and maintenance notification; working through a designated contact within the Fleet Support Services division to ensure that maintenance of existing vehicles is consistent with department needs and priorities; coordinating the maintenance of existing police vehicles, including scheduling for cleaning, warranty, and factory recall work from dealers, repair on interiors, and emission tests; ensuring vehicles have current tab stickers affixed to license plates; serve as the coordinator for the Police Command Van, including tracking and maintaining Command Van standby operator schedules; monitoring non-patrol vehicles to determine maintenance work to be done on vehicles; coordinating with the radio shop on any changes to be made on vehicle radio equipment or new installations; scheduling remodeling or repair projects; checking the work sites to ensure work is done in a timely manner; keying of locks; inspection of alarms and elevators; and coordinating minor repair work on Police facilities. Incumbents set priorities for repair work (dependent upon the number of cars down from a division), notify Fleet Support Services of repetitive work performed on vehicles, and arrange for vehicles to be test driven before and after maintenance work has been done. This class is responsible for performing related duties as required.

Distinguishing Features: The Police Fleet and Facilities Liaison is a civilian classification receiving general supervision from a Police Sergeant who reviews work through conferences, reports, and results achieved. Any fleet maintenance problems are directed to the liaison in Fleet Support Services and any facilities maintenance problems are directed to the liaison in the Facilities Maintenance unit, thereby minimizing involvement of department personnel and establishing a central source for resolution of problems. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience with Police Fleet Maintenance, including coordinating the purchase and/or disposal of police vehicles and/or equipment maintained in the vehicles.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

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.

Preferred/Desirable Qualification(s). None

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, and vendors in order to schedule, coordinate, and oversee maintenance and repairs of fleet vehicles and Police facilities. Prepares written documents such as inventory records, repair orders, building maintenance requests, memos, and performance evaluations with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Manual/Physical: Operates standard office equipment such as a personal computer (PC), printer, copier calculator, etc. Enters information into a PC to prepare reports and other documents. Charts information on status boards to track Police vehicles in the maintenance cycle and radio or radar repairs. Performs inventory and orders supplies of needed equipment. Inspects Police vehicles to determine compliance with prescribed operating and safety standards. Detects hazardous materials such as gasoline, oil, and brake fluid on Police vehicles. Detects smoke or other hazardous materials to determine if fire alarms are valid and if the fire alarm system is operational. Inspects the elevator systems in the Police facilities. Operates various Police motor vehicles requiring a standard Arizona Driver's License to transport vehicles to repair facilities and to check various Police facilities. Uses common hand tools such as a screwdriver or wrench to complete minor repairs. May be required to perform some heavy physical work such as lifting and changing tires, moving furniture, and lifting 50-pound boxes of flares. Visually checks vehicles for unreported damage, bad tires, broken headlights, etc. Works in a variety of weather conditions while performing fleet inspection, transportation of vehicles, or coordination of facilities maintenance.

Mental: Resolves procedural and/or other work-related problems by meeting with coworkers and supervisor. Conducts research and analyzes data to prepare reports or to answer questions from management. Prepares written documents such as purchase orders, quotes, reports, and purchasing policies and procedures, etc., using clearly organized thoughts and proper sentence structure, punctuation, and grammar, in order to justify purchases, obtain quotes, document processes, and communicate with vendors and other City employees. Assists in preparing the department budget by recommending non-patrol vehicles to be replaced.

Knowledge and Abilities:

Knowledge of:

police vehicles and the equipment maintained in the vehicles;
research techniques and methods of report presentation; and
skill in making minor repairs on vehicles and facilities.

Ability to:

operate a personal computer;
arrange to have equipment installed in patrol and detective cars, including radio and bug equipment for undercover vehicles;
coordinate acquisition of seized vehicles;
arrange to have City vehicle numbers assigned to undercover vehicles;
route Police Department accident reports through the chain of command;
maintain a record of serial and City identification numbers on vehicle equipment;

serve as liaison for Police Department vehicles with the City Court on restitution;
act as liaison with contracted janitorial service for cleaning Police facilities and for problem resolution;
coordinate work projects with Facilities Maintenance for Police Department building repairs, and
outside repair/maintenance of lawns, sprinklers, parking lots, and elevators;
perform moderate, and sometimes considerable, physical exertion in lifting and carrying items;
learn department general and operations orders; and
establish and maintain effective working relationships with other City employees, supervisors,
subordinates, personnel from outside agencies, and the general 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.

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EEO-PARA

NDOT SAFETY- No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-GEN

INCREMENTS 62-200

PAY GRADE: 43

SECURITY-Yes

CDL-No

IND-9410

SWORN-No