



Title: Police Equipment Coordinator

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to coordinate the purchase, repair and preventative maintenance of a variety of equipment and vehicles assigned to the Police Department. This is accomplished by scheduling repairs and preventative maintenance, determining replacement cycle, monitoring equipment installation in vehicles, ordering supplies and preparing reports. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Coordinates preventative maintenance and repair of Police Department Vehicles, reviews repair requests and inspects vehicles, determines repair priority and schedules repairs with the Fleet division or outside vendor. Maintains records of preventative maintenance, services and repairs.
2	L	Coordinates with the Fleet division to determine vehicle replacement and/or extensions, determines equipment purchases, oversees installation of the equipment, and orders vehicles supplies such as fire extinguishers and flares.
3	L	Maintains operability of department's portable/mobile radios, issues radios to department staff, maintains and updates inventory assignment. Troubleshoots radio problems and makes repairs or schedules for repairs with IT staff or outside vendors. Orders and issues radio accessories such as microphones, earpieces and batteries.
4	S	Performs a variety of administrative tasks, prepares paperwork, reports, logs and related documents, orders forms and supplies as necessary.
5	L	Trains employees on proper equipment operation as required.
6	L	Utilizes the mobile command van for major accidents.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements

Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of explaining routine and non-routine business matters including how information was collected or processed or to correct a breakdown in the flow of information. Contacts are frequently with other departments. Work involves infrequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an infrequent requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action.
Environment	Exposure to some undesirable or unpleasant environmental characteristics. Physical environment is generally safe and there is minimal health risk. No safety equipment or unusual precautions are required.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class "D" Drivers License required. Full Police Department background check required, including polygraph.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "S"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
--	--	--	--	--

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	In field
Sitting	O	Desk work, meetings, driving, operating equipment
Walking	F	Around work site, to other departments
Lifting	F	Supplies, equipment
Carrying	F	Supplies, equipment
Pushing/Pulling	R	Equipment/tools
Reaching	F	For supplies, for equipment/tools, for files
Handling	F	Paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	F	Retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	R	Retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Making repairs
Twisting	F	From computer to telephone, getting inside vehicle, operating equipment
Climbing	O	Ladders, stairs, onto equipment
Balancing	R	On equipment
Vision	C	Reading, computer screen, driving
Hearing	O	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Microsoft Office and Faster program, engine diagnostic tools, power tools, electric tools, welder, cutting torches, jack stand, hydraulic lift, tire mounting and balancing, drill press, bench mounted devices, grinder, battery tester, compressor, chain saw, and sharpener.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards			O			Respiratory Hazards			W	
Chemical Hazards			R			Extreme Temperatures			S	
Electrical Hazards			R			Noise and Vibration			M	
Fire Hazards			R			Wetness/Humidity			S	
Explosives			N			Physical Hazards			W	
Communicable Diseases			N							
Physical Danger or Abuse			N							
Other										

PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop	X	Other	
Recreation/Neighborhood Center			