



Job Title	Driver	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	5	Job Code	13072

Class Specification – Driver Police Department

Summary Statement:	
<p>The purpose of this position is to provide support to the Colorado Springs Police Department (CSPD). This is accomplished by transporting police vehicles and equipment as required; schedule and monitor all warrantee related repairs; scheduling in-service for new vehicles at city maintenance facilities; removing department vehicles from service; monitoring vehicle preventative maintenance schedules; tracking vehicles and equipment to build reports; coordinating the movement of units; developing inventory systems; identifying problems as they relate to the safety of the officers and the safe operation of police vehicles; reviewing and completing administrative documents; vehicle registrations; and officer involved accidents. Other duties include screening calls for uniform and equipment items; issuing equipment; tracking and ensuring delivery of supplies and equipment; picking up and delivering mail within the department; delivering and picking up mail from the Municipal and County Courts, City Administrative Building, El Paso County Sheriff’s Office and the District Attorney’s Office; and signing for incoming packages.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Transports vehicles safely to various maintenance and police facilities by ensuring all equipment is removed; inspects vehicles for safety; monitors warrantees; schedules in-service for new vehicles; enters new vehicles into police fleet database; relocates vehicle to assigned substation; schedules out-of-service vehicles; handles paperwork and keys; monitors preventative maintenance schedules; and maintains contact with police divisions.
30%	Participates in officer involved accidents by acting as liaison with each area of command, City Attorneys, and County Court Attorneys; tracks and identifies units involved in accidents; contacts insurance companies; files insurance claims; and maintains data on number of faults, and costs of accidents.
20%	Oversees computer program usage, supply requirements, and mail requirements by keeping track of software inventory; maintains knowledge of programs used to track fleet inventory and accidents; screens calls for uniform and equipment items; fills out



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uniform authorization paperwork and distributes equipment items; files uniform and equipment receipts; acts as back-up to police department mail person; picks up and delivers mail within the Police Operations Center; and signs for incoming packages from outside delivery companies.

Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; 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.

Technical Skills Required:

Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Two years of experience in the assigned area of responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado Driver's License	By start date
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

Has no budgetary/fiscal responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions:	Frequency
Primary Work Environment	Vehicle
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Daily
Noise and Vibrations	Several times per week
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids:

Copier, calculator, SUV Vehicle, battery cables, battery jump box, telephone, wrenches, screwdrivers, fax machine, and computer.



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Specialized Computer Equipment and Software:

Numara inventory program, fleet vehicle program, Microsoft Office, CRIS records program, and LERMS.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014