



Job Title	Police Quartermaster Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	14422

Class Specification – Police Quartermaster Supervisor

Summary Statement:	
<p>The purpose of this position is to supervise and coordinate the quartermaster operations of the police department and maintain an accurate inventory. This is accomplished by managing the budget and supply-chain process for all quartermaster requirements: uniforms, duty-belt and personal protection equipment, fleet replacements, vehicle special equipment, forms, consumable supplies, durable items (tasers, radios, body worn cameras, radar guns, weapons, less lethal weapons), and capitalized/noncapitalized nonexpendable property with a value of \$5,000 or more. Maintains records of all forms, supplies, and vehicles issued, returned to inventory, transferred, donated, or dispositioned throughout the department; accounting for the movement of the 600+ vehicle fleet to and from automobile dealerships, City Fleet Maintenance Shops, City IT Radio Shop, City Body Shop, and special equipment installer vendors; as well as analyzing reports and trends. Serves as the Administrator for the QuartermasterOnQ centralized inventory management and tracking application for all assigned department assets. Serves as Supply Team Leader in the City Emergency Operations Center and participates in EOC training exercises, workshops, and emergency call-outs. Other duties include tracking all monthly volunteer and take home vehicle logs, updating the annual take home vehicle authorization forms, and serving on several committees.</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.
60%	Supervises and coordinates the quartermaster unit by assigning projects to employees; developing and implementing goals, policies, and priorities; overseeing the training and safety of employees; evaluating the work plan, staffing, and organizational effectiveness of the unit operations; analyzing problems; serving as liaison for the department fleet with City Fleet and the contracted vehicle maintenance service provider; providing proof of compliance annually on inventory accountability; conducting inventory audits; and, providing assistance to higher levels of management.



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25%	Administers inventory control by maintaining adequate inventory of uniforms and supplies; maintaining accurate and concise records for inventory on hand, detailed records, including vehicles and vehicle special equipment; making purchases and procurement recommendations; managing movement of fleet; reporting yearly on all police department assets; relocating vehicles to correct division; maintaining records of all vehicles in a database; analyzing usage of fleet for repair and replacement; working with internal and external repair facilities and vendors; improving technology to increase accountability; and reviewing reports generated by fleet drivers for accuracy.
5%	Oversees and monitors the annual budget by participating in the forecasting of funds needed of uniform replacement, vehicle repairs, minor equipment purchases, maintenance, office supplies; reconciling credit card billing statements; monitoring expenditures throughout the year; reporting of expenditures; working with vendors to attain best possible pricing; and maintaining detailed records.
5%	Issues forms, supplies and uniforms by creating inventory; upgrading technology to maintain records of uniforms, vehicles, and supplies issued to officers; and delivering systems to divisions for all forms ordered.
5%	Maintains effective vendor relationships by analyzing and evaluating new products; presenting products to uniform committees; and maintaining communication and relationships with vendors.

<p>Competencies Required:</p> <p>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.</p> <p>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.</p> <p>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.</p>



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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:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities 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) supplemented by specialized technical training in the appropriate assigned field.

Experience: Five years of full-time experience in supply chain and/or fleet vehicle or equipment repair and maintenance.

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

Fork Lift License	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



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Fiscal Responsibility:
 The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. Recommends budget allocations.

Physical Demands
 Exerting up to 20 pounds occasionally; 10 pounds frequently; with negligible amounts of prolonged walking or standing.

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

Machines, Tools, Equipment, and Work Aids: Fork Lift, fax machine, calculator, telephone, car, truck, trailer, engraver, label maker, hand tools, pallet jack, personal computer, printer, and scanner.

Specialized Computer Equipment and Software: Microsoft Office, QuartermasterOnQ, NeoGov and M5 Fleet Management.

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: May 2018