



<b>Job Title</b>	<b>Police Fleet/ Supply Coordinator</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>14422</b>

### Class Specification – Police Fleet/ Supply Coordinator

**Summary Statement:**

The purpose of this position is to supervise and coordinate the operations of the fleet and supply of the police department as well as maintain accurate inventory. This is accomplished by managing the budget for fleet and supplies; serving as liaison to other city departments and external vendors; managing the equipment inventory, vehicles, forms, and uniforms; maintaining records of all forms, supplies, and vehicles issued throughout the department; accounting for movement of fleet; as well as analyzing reports. Other duties include tracking all volunteer and take home vehicles monthly by logging sheets, updating authorization forms yearly, and serving on several committees.

<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (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.
35%	Supervises and coordinates the fleet and supply unit by assigning projects to employees; developing and implementing goals, policies, and priorities; overseeing the training and safety of employees; evaluating the work plan and organizing of unit; analyzing problems; serving as liaison for fleet; annually providing proof of compliance; and providing assistance to higher level of management.
30%	Administers inventory control by maintaining adequate inventory of uniforms and supplies; maintaining accurate and concise records for inventory on hand, detailed records, including vehicle 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.
15%	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.



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10%	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.
10%	Maintains effective vendor relationships by analyzing and evaluating new products; presenting products to uniform committees; and maintaining communication and relationships with vendors.

<b>Competencies Required:</b>	
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: 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 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: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
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.	

<b>Relevant Background and Formal Education:</b> 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 training in automotive or heavy equipment repair and maintenance.	
Experience: Three years of full-time experience in fleet vehicle or equipment repair and maintenance.	



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<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
Fork Lift License	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

<b>Supervision Exercised:</b>
Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.
<b>Supervision Received:</b>
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.

<b>Fiscal Responsibility:</b>
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. May recommend budget allocations.

<b>Physical Demands</b>
Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
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



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**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, Numera-TrackIt, and Microsoft Office 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: July 2014