

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Fleet & Equipment Supervisor</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>EC44</u>
FLSA Status	<u>Non Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

Coordinates and supervises personnel and programs involved in the procurement, issuance and maintenance of Police Department vehicles and equipment.

SUPERVISION:

Under the direct supervision of the Support Services Section Commander.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises quartermaster staff in daily activities. Writes evaluations for quartermaster employees. Provides input into hiring decisions for quartermaster employees.
2. Coordinates and implements the preventative maintenance and repair of police vehicles (both marked and unmarked) with the City's Service Center. Routinely consults with the Service Center regarding maintenance and repair needs and makes decisions regarding repair options based on available fleet, vehicle age, condition and replacement rates.
3. Researches and makes recommendations regarding the purchase of a variety of new and replacement equipment, including police vehicle lights, in-car video equipment, cameras, etc. Coordinates purchases after decisions have been made.
4. Collects, organizes and analyzes vehicle data to identify fleet repair problems and patterns. Trends vehicle age and use for replacement rates.
5. Responsible for properly coordinating available vehicle fleet during vehicle repairs/upgrades. Determines which vehicles are to be replaced or taken out of service and distributes replacements.
6. Reads, interprets and analyzes a variety of information such as vehicle and equipment specifications, vendor reports, and record keeping information.
7. Works with staff to ensure efficient and effective parts inventory management and procedures
8. Utilizes a variety of computer software applications including customized inventory databases, word processing and spreadsheets.
9. Operates police department vehicles and equipment including automobiles, vans, and other specialized equipment such as mobile computer terminals. Travels to City Service Center and other off-site locations as needed for vendor meetings, fleet and equipment issues.
10. Prepares necessary records, inspections and reports in accordance with the Standard Operating Procedures manual.
11. Assists in the development of policy and procedure as it relates to equipment owned by the Springfield Police Department.

IMPORTANT FUNCTIONS:

1. May participate in in-service training and other professional development programs.
2. Participates in the trial and evaluation of new equipment.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of inventory control; data collection and analyses; computer software applications; Knowledge of fleet maintenance and specialized police equipment is desirable.

Abilities

Effectively utilize a variety of computer software applications including customized inventory software, word processing, spreadsheet, communications, database, graphics, and e-mail applications; develop and maintain accurate records; analyze a variety of quantitative and qualitative data and information; prepare detailed, clear, accurate, and comprehensive written and oral reports; effectively supervise assigned office support staff; utilize sound, independent judgment when making decisions and recommendations; ability to obtain working knowledge of police equipment, vehicle maintenance and repair practices and terminology, and billing practices; work with minimal supervision; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, customers, vendors, contractors, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the department’s stated mission and philosophy; present an overall professional image; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires a Bachelor’s Degree from an accredited college or university in Business, Public Administration, Accounting, or a related area. Some experience in fleet and/or equipment coordination or inspection work is desirable. Directly related experience in an above discipline, fleet and equipment coordination, or a related area may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

Frequently/Routinely:

- Performs bending, kneeling, squatting, and reaching from ground level to overhead.
- Must be able to hold and grip objects.
- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.
- Must be able to observe and identify equipment and readings, such as serial numbers, vehicle odometers, malfunctions, etc.

Occasionally/Periodically:

- Lifts, carries, pushes or pulls up to 50 pounds.

Working Environment

Both indoor and outdoor working environments which may involve a variety of extreme weather conditions.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision:	GENERAL ORDINANCE NO. 6088
Comments:	Date: November 4, 2013

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____