

Applicants may apply by submitting an online application to:
<https://www.governmentjobs.com/careers/casperwy>



CITY OF CASPER
invites applications for the position of:
Police Fleet Coordinator

SALARY: \$20.71 - \$25.18 Hourly
\$3,589.73 - \$4,364.53 Monthly
\$43,076.80 - \$52,374.40 Annually

OPENING DATE: 05/02/18

CLOSING DATE: 06/17/18 11:59 PM

CLASS SUMMARY:

Assigned to: Casper Police Department

Incumbents are responsible for monitoring and coordinating maintenance for specialized and technical equipment/accessories in police fleet vehicles. Responsibilities may include tracking and evaluating the condition of police vehicle accessories; scheduling repairs and maintenance with vendors; purchasing materials and supplies; and preparing operational reports. Receives general supervision from higher level supervisory and management staff.

This position is driving essential (see driving requirements below).

TYPICAL CLASS ESSENTIAL DUTIES:

1. Coordinates and monitors specialized and technical equipment/accessories in police fleet vehicles including, identifying vehicle needs, evaluating the condition of current accessories, scheduling and tracking appropriate maintenance with vendors, and verifying costs for contracted services.
2. Assures that police vehicle equipment/accessories are in compliance with all federal, state and local laws and regulations including licensing, inspections, registrations, etc.
3. Purchases fleet materials and supplies as needed and ensures purchases are within the parameters of the police fleet budget.
4. Serves as a liaison between the Police Department and all contracted police vehicle equipment/accessory providers.
5. Maintains records of activities, tracks costs, and prepares statistical and operational reports; provides budgetary recommendations to higher level supervisory and management staff.
6. Prepares necessary specifications and contract documents for replacement of police vehicle equipment/accessories.
7. Works closely with the City's Fleet Maintenance Division to coordinate vehicle repairs and maintenance; responds to fleet related concerns and/or complaints from Police Department personnel.
8. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
9. Follows all City safety procedures. Reports all accidents/incidents immediately to supervisor.

10. Performs other duties of a similar nature or level.

Knowledge of:

- Applicable fleet principles and practices.
- Equipment purchasing and acquisition practices.
- Current trends and innovations in police fleet vehicles.
- Customer service principles and practices.
- Recordkeeping principles and practices.
- Basic mathematical concepts.
- Basic statistical concepts.
- Applicable laws, policies, procedures, rules, and regulations.
- Computers and related software applications.

Ability to:

- Prepare clear and concise reports.
- Interpret and apply City policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Maintain a neat and professional appearance.
- Follow written and verbal instructions and direction.
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skill in:

- Coordinating schedules for maintenance and repairs.
- Monitoring and evaluating police vehicle equipment needs.
- Monitoring a basic budget and allocating limited resources in a cost effective manner.
- Maintaining files and records.
- Project management.
- Typing and data entry.
- Organization.
- Providing customer service.
- Preparing a variety of business correspondence, records, documents and forms.
- Preparing various operational reports.
- Applying applicable laws, policies, procedures, rules, and regulations.
- Using computers and related software applications.
- Oral and written communication sufficient to exchange or convey information and to receive work direction.
- Operating modern office equipment, software and operating systems/applications.
- Operating in a courteous, knowledgeable and tactful manner with customers, staff and the general public.

TRAINING, EXPERIENCE & CERTIFICATIONS:

Training and Experience:

- Minimum of one year experience coordinating and/or monitoring fleet maintenance.
- Associates degree in business, communications or a field closely related to equipment maintenance or vehicle procurement.
- Knowledge and experience in the specifications, maintenance and operation of police vehicles and police vehicle equipment/accessories is preferred (this is typically acquired through prior experience as a police officer or a police fleet coordinator).

Licensing Requirements:

- Possession of, or ability to obtain, a valid Wyoming Driver's License.

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment subject to extensive background investigation, including polygraph and psychological examination. The successful candidate must pass a pre-employment drug screen test.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test. Applicants who have failed a pre-employment screen or have been terminated from the City of Casper are ineligible for employment consideration for 12 months. You will become eligible for consideration 12 months from the date of your incident (pre-employment screen or termination).

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical Requirements:

Positions in this class typically require: balancing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, oils, bodily fluids, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises.

Driving Requirements:

For driving essential positions, employment with the City of Casper is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

- 1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);
- 2) A conviction within the previous 36 months of any of the following:
 - Driving under the influence of drugs or alcohol;
 - Leaving the scene of an accident;

- Fleeting to avoid arrest;
- Reckless Driving;
- Homicide or assault by motor vehicle;
- Driving without auto insurance;
- Driving on a suspended license;
- Refusal to take blood/breathalyzer test for suspected DUI or impaired driving.

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.casperwy.gov>

Position #0801-02
POLICE FLEET COORDINATOR
HR

200 N. David - Human Resources
Casper, WY 82601
(307)235-8344

jobs@casperwy.gov

Police Fleet Coordinator Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
- Some High School
 - High School Diploma or G.E.D.
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. How many years of experience do you have with increasingly responsible duties coordinating and/or monitoring fleet maintenance?
- None
 - Less than 6 months
 - 6 months to less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
- * 3. How many years of experience do you have in the position of Police Officer or Police Fleet Coordinator?
- None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years to less than 6 years
 - 6 years or more
- * 4. Please describe your experience with specifications, maintenance and operation of police vehicles and police vehicle equipment/accessories .

* 5. Do you currently possess a valid Wyoming driver's license?

Yes

No

No, but I have the ability to obtain within 12 months of hire.

* Required Question