

Title: Police Facility/Fleet Coordinator
PG: 47
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Police

Class Code: 6084
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a responsible position coordinating the operational aspects of the Police Department facility and motor vehicle fleet. Work involves responsibility for planning, scheduling, directing and coordinating activities including maintenance, repair, remodeling and alterations to the Lakeland Police Department headquarters and vehicle fleet.

ESSENTIAL FUNCTIONS:

1. Coordinates the department's facility management program to include maintenance and service contracts involving the maintenance and preventative maintenance of the facility.
2. Functions as primary security officer with top security access for multiple police facilities to include coordinating with Chief Security Officer regarding projects relating to upgrade/enhancement of department's facilities.
3. Conducts or coordinates various operating systems including: emergency generator, above ground fuel storage tank, fire sprinkler system, fire alarm system, facility fire extinguishers and elevators.
4. Ensures that repairs to the facility and its' various operating systems are completed as needed and coordinates the activities of workers from other City of Lakeland departments with maintenance responsibilities.
5. Compiles, analyzes and interprets data related to facility use and maintenance and obtains cost estimates on various types of repairs, alterations and limited new construction work.
6. Prepares, submits and implements the annual operating budget pertaining to the LPD headquarters facility.
7. Conducts or coordinates the documentation of tests of various operating systems including emergency generator, above ground fuel storage tank, fire sprinkler system, fire alarm system, facility fire extinguishers and elevators.
8. Serves as the department's liaison with the City Fleet Management and ensures timely maintenance.
9. Keeps an up-to date computer database and hard file information on all department vehicles as well as responsibility for the completion of monthly and quarterly reports.
10. Keeps files on all vehicles inspection logs, accident reports, damage documentation or modifications approved by staff.
11. Recharges and conducts annual inspections of all fleet fire extinguishers.
12. Responsible for issuing fleet vehicles as well as for renewal, transfer and purchase of unmarked fleet vehicle tags with the Division of Motor Vehicles in Tallahassee.
13. Stays current and makes recommendations on fleet safety equipment (i.e. lightbars, prisoner restraints, center consoles, etc.)
14. Assists LPD Staff in identifying vehicles due for annual replacement.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of procedures for scheduling facilities maintenance projects.
2. Considerable knowledge regarding the operation and maintenance of facilities equipment.
3. Ability to conduct minor repairs to vehicles and facilities as required.
4. Knowledge of laws, codes and regulations relating to building use and renovations.
5. Ability to read and interpret building construction plans, sketches and blueprints.

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6. Ability to prepare specifications for automotive equipment.
7. Ability to establish and maintain effective working relationships with vendors, co-workers within the department and with other City employees and the general public.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to operate a computer.

WORKING ENVIRONMENT/CONDITIONS:

Requires light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force occasionally, frequently or constantly to move objects.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent
2. Five (5) years of experience in commercial property management, repair shop methods and automobile maintenance or a closely related field with two (2) years in a supervisory capacity.
3. Master Mechanic certification preferred.
4. An equivalent combination of education and experience which is directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid telephone number.
2. Must possess and maintain a valid state of Florida driver's license.
3. Must be available for "call-outs" as required.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.