

CITY OF SIMI VALLEY

POLICE MAINTENANCE SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs maintenance and repair of Police Department buildings and facilities; maintains police vehicles and accessories in safe operating condition; and installs specialized police equipment in police cars.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Install specialized police equipment in patrol cars including two-way radios, unitrols, scanners, cell phones, light bars, arrow sticks, strobes, radar, cage and partitions, restraint systems, push bars and electronic shotgun locks.
2. Install specialized equipment into customized law enforcement vehicles including K-9, undercover and swat vehicles and motorcycles.
3. Troubleshoot and repair all emergency vehicle equipment including various types of communication equipment; schedule yearly calibrations and repairs of radar units including handhelds, mobiles and radar trailers; maintain certifications and records for radar equipment.
4. Install and repair communications antennas at various sites around the City.
5. Perform electrical, plumbing, carpentry, locksmithing and painting work to maintain Police Department buildings.
6. Perform routine HVAC system preventative maintenance; determine HVAC system problems and make recommendations for repair.
7. Move and relocate office furniture; make adjustments to desks, chairs and files.
8. Inspect condition of roofs, clean roof gutters and drains.
9. Install and repair light fixtures, lamps, ballasts and covers.
10. Repair locking systems on doors, files, cabinets and lockers.
11. Perform preventative maintenance and light mechanical repair of police fleet vehicles; maintain preventative maintenance schedule.
12. Deliver and pickup equipment and machinery being repaired by local vendors.
13. Perform bio hazard clean-up involving the removal of vomit, blood or human waste from police cars and holding cells.
14. Participate in preparation of building maintenance budget; monitor budget expenditures.

15. Requisition building maintenance supplies, material and equipment; monitor inventory; load and unload supplies.
16. Prepare cost estimates for maintenance activities; maintain maintenance records and files.
17. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
18. Run errands as needed.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Complex communications and electronic equipment used in law enforcement.

Principles and practices of electronic equipment installation and testing.

Hand and power tools used to install electronic equipment.

Electrical components and their function.

Police lighting software programs.

A variety of complex systems including computerized, fire alarm, fire sprinklers, security, fueling, HVAC, and boiler room.

Building trades including electrical, mechanical, plumbing, locksmithing, welding, pneumatics, and electronic controls.

Methods and principles of general building maintenance.

Modern automotive manufacturing techniques.

Principles of carpentry, plumbing, painting, and electrical work.

Principles of heating, ventilation and cooling systems.

Principles and practices of contract administration.

Locksmithing and building locking and security systems.

Occupational hazards and standard safety practices.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Federal, state and local laws, codes and regulations.

Ability to:

Read and understand electronic schematic diagrams.

Operate and understand electronic testing devices used to troubleshoot and repair electronic circuits.

Identify certain electrical circuits on various makes of cars and motorcycles.

Schedule vehicle preventative maintenance services.

Operate a variety of hand and power equipment in a safe and effective manner.

Read and interpret construction and technical drawings, engineering plans, blueprints and specifications.

Monitor and evaluate the work of contractors.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in facility maintenance, electronics, communications equipment, the building trades or a related field is desirable.

Experience:

Three years of increasingly responsible electronics installation and maintenance and general facilities maintenance experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an FCC radio telephone license with radar endorsement.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Travel from site to site; work with electronics; work with machinery; work at heights on scaffolding and ladders; work in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces; exposure to electrical energy, noise, dust, grease, smoke, fumes and inclement weather conditions.

Physical: Sufficient physical ability to perform physically demanding maintenance duties; perform heavy lifting and carrying; walking or standing for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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