

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2020**

**POSITION TITLE: FLEET COORDINATOR (POLICE)**

**GENERAL DESCRIPTION OF DUTIES**

Under general supervision, this position is responsible for the management of the Police Department's fleet. Position is responsible for fleet maintenance, equipment and assignments. The work involves coordinating with the City Fleet Manager, Finance Department, Risk Management and outside vendors. Performs related work as required.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Transports vehicles to and from the City garage for repairs and mandatory maintenance.

Maintains current list of vehicles and vehicle equipment.

Acts as liaison with Risk Management regarding vehicular accidents and incidents.

Transports vehicles for emergency equipment, graphics, and service repairs.

Maintains all Take Home Vehicle policy paperwork and vehicle files.

Maintains the Internal Key Box.

Trains officers on new vehicle equipment.

Ensures all unassigned vehicles and radar trailers are serviced.

Liaisons with Finance Department to obtain vehicle registration, tags, and insurance cards.

Utilizes personal computer and office software such as MS Word, Excel, and Outlook.

Writes/prepares reports and maintains records.

Fosters positive employee relations and employee morale on a City-wide basis.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within the classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignments to the position.

**MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent. Prior work experience in a law enforcement agency or related field is preferred or an equivalent combination of education, training, and experience may be considered.

## FLEET COORDINATOR (POLICE)

### **SPECIAL REQUIREMENTS**

Valid State of Florida Driver's License

Must be able to communicate effectively and professionally, both orally and in writing.

Must be able to follow written and verbal directives.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual of probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, disease and/or pathogens, Electrical currents, violence, bright/dim light, noise extremes, machinery, dusts or pollen, and traffic hazards.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.