



# CITY OF CHINO

## Facility Coordinator

### **Definition:**

Under general supervision, coordinates and organizes the maintenance, repair, and servicing of Police vehicles, buildings, and equipment; and does related work as assigned.

### **Class Characteristics:**

Facility Coordinator is a non-sworn position in the Police Department completing projects and overseeing contractors within departmental objectives, using proper methods, appropriately dealing with schedule constraints and exercising independent discretion and judgment.

### **Essential Duties:**

- Inspect and identify buildings, vehicles, and equipment for needed repairs.
- Coordinate more extensive repair, maintenance, servicing and upgrades of all Police Department buildings, vehicles, radios and equipment with City fleet mechanics, City building maintenance staff, and various outside vendors on a regularly scheduled basis.
- Insure minor building repairs are completed in a satisfactory manner in compliance with the Uniform Building Code.
- Perform minor mechanical services and repairs as needed.
- Respond to complaints about difficulties with vehicles and provide assistance to vehicles with mechanical or technical problems in the field.
- Establish and maintain various records and logs.
- Plan, organize and direct the work of assigned staff; schedule work days and hours for part-time staff; assign duties; hold and lead regular meetings; provide guidance and direction when needed.
- Conduct regular inspections and repair or coordinate repair of any non-working systems in the Mobile Command Center, ensuring that a clean and orderly working environment is maintained inside and outside of the Mobile Command Center.
- Develop equipment specifications as needed.
- Inventory and issue portable radio equipment; purchase, stock, store, catalog, track and audit equipment, keys, systems and property of the Police Department.
- Ensure an appropriate number of police vehicles are cleaned regularly and adequately stocked with needed equipment and supplies, including safety equipment, emergency supplies, and other related equipment.
- Prepare and maintain all records relating to fleet and equipment management and prepare statistics when requested.
- Work with outside vendors for installation and upgrades of Police facilities and equipment as necessary.
- Establish and maintain effective working relationships with other employees, officials, and all members of the general public.

- Interact with co-workers at all levels in the organization in a collaborative and customer-service oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential duties of the position.

### **Education and Experience:**

- High school diploma or equivalent (required).
- Two years of increasingly responsible experience in general vehicle repairs, building maintenance or equipment repairs (required).
- One year of experience working in a law enforcement environment (desired).
- Satisfactory results from a background investigation, which includes a drug screen (required).

### **Knowledge/Skills:**

- Methods, materials, and equipment used, and standard practices of several maintenance trades used in the maintenance of buildings, vehicles, and equipment.
- Inspect, maintain, and perform simple repairs to Police Department buildings, vehicles and equipment.
- Analyze data and develop logical solutions to problems.
- Exercise sound judgment in evaluating situations and in making decisions.
- Maintain precise records and keep an accurate inventory of police equipment.
- Prepare clear and concise reports.
- Modern law enforcement principles, procedures, techniques, and equipment.
- Principles of supervision, training, and performance evaluation.
- Follow and give verbal and written instructions.
- Technical systems knowledge including computer, radio, mobile and vehicles systems utilized by the Department.
- Modern office procedures, methods and computer equipment.
- Recordkeeping principles and procedures.
- Correct English usage, spelling, punctuation and grammar.
- Basic report writing and preparation.
- Recommend and assist in the implementation of goals and objectives.
- Plan, organize, and manage time effectively.
- Safe working conditions.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

**Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile:**

Category I

Link to description [here](#)

**Employee Unit:**

Unrepresented Management

Created: 3/26/2010

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