



LONDONDERRY POLICE DEPARTMENT POLICIES AND PROCEDURES

POLICY NO: P-318	DATE OF ISSUE: November 1, 1996	EFFECTIVE DATE: November 1, 1996	REVISED DATE: January, 4, 2016
SUBJECT: JOB DESCRIPTION: FLEET MAINTENANCE OFFICER			PAGE: 1 of 6
BY AUTHORITY OF: William R. Hart Chief of Police	CALEA #	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	POLICY #: P-318 Dated: 10/22/14

I. SALARY RANGE

- A. Per Existing Contract
- B. Annual Salary Range Adjustments
 - i. Yearly Steps with Negotiated Range Adjustments.

II. WORK SCHEDULE

- A. Regular, Full Time, M-F, 8:00 am - 4:00 pm.

III. DEFINITION

- A. The Fleet Maintenance Officer is directly responsible to the Services Sergeant who has full authority and direct control of the Vehicle Maintenance function subject to any limitation set by the Chief of Police and/or departmental rules, regulations, policies, procedures and general orders.
- B. The Fleet Maintenance Officer shall be responsible for the maintenance of all Police Department vehicles as well as the vehicles owned and operated by the Town Hall and shall supervise a program of preventative maintenance of the fleet.
- C. Preventative maintenance shall involve all the aspects of vehicle fleet maintenance to insure the highest degree of safety.
- D. The degree of proficiency required in the performance of the specific sections of duties which follow shall be determined by the Commanding Officer of Services Division.

IV. ESSENTIAL DUTIES & RESPONSIBILITIES

- A. Overall coordination of vehicles for normal use
- B. Inspecting and coordinating oil changes
- C. Tire inspection, rotation and replacement when they do not meet safety standards

- D. Engine and transmission inspection and coordination of service when needed
- E. Frame and chassis inspection
- F. Inspection and replacement of all safety equipment when they do not meet safety standards
- G. Repair and maintenance of chassis
- H. Repair and maintenance of radios, cellular phones, and communication equipment in all mobile units to include portable radios
- I. Coordination of routine cleaning of the interior and exterior of all fleet vehicles
- J. Preparation and maintenance of an active inventory of all materials used in vehicle maintenance and equipment
- K. Assisting in the budgetary process by maintaining vehicle records involving repair/service, fuel usage, cruiser damage control, training, court, special assignments, and any other purposes.

V. ADDITIONAL DUTIES

- A. Performs such other duties as may be required and as assigned by the Chief of Police and/or Commanding Officer of the Services Division.

VI. WORKING CONDITIONS/PHYSICAL & MENTAL EFFORT

- A. Work is performed predominantly in the field, in garages and occasionally in an office environment.
- B. Work may be performed under highly stressful conditions and/or with assigned deadlines.
- C. The work involves extended periods of sitting, occasional standing and/or walking, running over short and long distances, and occasional heavy lifting.
- D. Incumbent must be able to/have the ability to:
 - i. Manage time effectively and manage several tasks at the same time.
 - ii. Listen and communicate effectively, both in writing and verbally.
 - iii. Communicate effectively over law enforcement radio channels.
 - iv. Read and understand the English Language at a level and speed adequate to perform the job.

- v. Maintain confidentiality.
- vi. Analyze issues, facts and situations and solve problems using reason and logic.
- vii. Operate a motor vehicle in emergency and non-emergency situations.
- viii. Work flexible hours and be on call for emergencies.
- ix. Operate computer, typewriter and other office equipment.
- x. Control and arrest suspects.
- xi. Work within an incident command system at emergency and crime scenes as directed.
- xii. Work flexible hours and be on call for emergency and major crimes.
- xiii. Work effectively in a team environment.

VII. QUALIFICATIONS

- A. Incumbent must be a U.S. citizen with a minimum age of 18 years.
- B. Knowledge of:
 - i. After training, Federal laws, New Hampshire Criminal Code, Traffic and Boating Laws, and Juvenile and CHINS laws and regulations
 - ii. Local laws and ordinances
 - iii. Modern strategies, methods, procedures and principles of policing and conducting preliminary criminal investigations
 - iv. Basic crime scene preservation and the gathering of evidence
 - v. Policies, procedures, rules and regulations, general orders, and special orders of the Police Department and the Town of Londonderry, Federal Regulations pertaining to FCC laws, and the responsibilities and authority of the Fleet Maintenance Officer pertaining to the Vehicle Maintenance functions of the department and operation of equipment assigned to the Vehicle Maintenance Section.
- C. Ability to:

- i. To express ideas clearly and concisely in writing and orally, exercise independent judgment and initiative, manage interpersonal and organizational conflicts
- ii. Maintain proper law enforcement certifications
- iii. Be mentally and physically able to perform duties, work effectively in a team environment
- iv. Be physically capable, after training, of effectively using handcuffs, chemical agents and various hand impact weapons
- v. Be physically capable, after training, of administering emergency first aid and cardiopulmonary resuscitation
- vi. Have sufficient muscular strength and agility and be physically capable of defending oneself from physical attack, learning and applying tactics, applying handcuffs to passive and resisting subjects
- vii. Be able to engage in foot pursuits, including pursuits of suspects up and down halls and over even and uneven ground on various surfaces for distances up to and beyond 500 yards, be able to run up and down stairs, lift and carry injured persons or passively resisting demonstrators, walk on and jump down from elevated surfaces, climb fire escapes and fences, and crawl in confined areas
- viii. Possess sufficient corrected vision to read motor vehicle number plates and the year and month indicia on motor vehicle inspection stickers and number plate validation stickers on approaching vehicles from reasonable distances, recognize color of traffic signals and safely drive a motor vehicle and fire a handgun if one's corrective lenses become lost or dislodged
- ix. Have adequate hearing to efficiently operate radio equipment, hear and understand normal conversation, comprehend shouted instruction in a crowd during emergency and riot conditions, operate a telephone, and follow testimony and questioning in court
- x. Present a trim and military appearance in uniform, be free of conditions that would inhibit one's ability to effectively communicate with the public and command respect obedience in emergency situation
- xi. Be mentally and physically able to read, remember, interpret and understand all forms associated with the functions of the Vehicle

Maintenance Section, be mentally and physically able to take comprehensive written notes, organize and write reports associated with the position of the Fleet Maintenance Officer

- xii. After training, operate radio receiver/transmitter, the telephone and power tools associated with mechanical operations in working on cruisers
- xiii. To establish friendly relationships with co-workers

- D. Be free of any mental illness, psychopathology or abnormal mental condition that could result in poor impulse control, dishonesty, inability to deal with job stress, immature or criminal behavior, and substance abuse
- E. Possess sufficient general physical conditioning to perform physically demanding tasks with a minimum of difficulty and minimize the possibility of job related injuries, illness, and work-related disabilities
- F. Have no serious criminal or motor vehicle violation record that would indicate a disrespect for the law, inadequate ethical standards, a tendency towards violence, dishonesty or criminal behavior, an inability or unwillingness to follow rules and regulations, an inability to safely operate a motor vehicle, or an inability to command public respect
- G. Have a good reputation according to contemporary standards of the community among family, friends and acquaintances, co-workers, neighbors, business associates and others as to honesty, fairness, patience, tolerance, financial responsibility, and respect for the rights and property of others that would be characteristic of a respectable public servant
- H. Be free of any chronic illness or ailment that would cause excessive use of sick leave, early retirement, or make one prone to illness or injury
- I. Once experienced, be able to train other employees to do the job, and evaluate their progress in learning
- J. Be temperamentally, emotionally and intellectually suited to operate under highly structured conditions including taking detailed orders from superiors and following specific procedures, to operating unstructured situations with little or no supervision and making decisions involving a great deal of discretion and common sense.

VIII. EQUIPMENT USED

- A. General office machines; i.e., typewriter, computer and associated equipment and software
- B. Telephones
- C. Other tools and power machines associated with the Vehicle Maintenance and the Fleet Maintenance Officer position.

IX. EVIDENCE OF QUALIFICATIONS

- A. Applicants for the position of Fleet Maintenance Officer must have a minimum of two (2) years full time, active police experience as well as training in vehicle mechanics and radio installation.
- B. Must not have had a written reprimand within one year of the testing date.

X. SELECTION PROCESS

- A. Candidates will submit letters of intent and resumes within a specified timeline.
- B. The Fleet Maintenance Officer position is an assignment, not a promotion; therefore, the Chief of Police can choose from any of the candidates.

XI. APPOINTMENT

- A. Made by the Chief of Police.

- XII.** These policies and procedures replace and supersede all policies, procedures, rules, regulations, and written directives regarding JOB DESCRIPTION: FLEET MAINTENANCE OFFICER.