



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
ADMINISTRATIVE SERVICE OFFICER II –
VEHICLE MAINTENANCE**

EFFECTIVE DATE: May 18, 2018

DEPARTMENT: Police	WORK LOCATION: Police Station		FLSA STATUS: Non-exempt
CLASS CODE: 3250	RANGE: 12	PENSION: IMRF	UNION: NU
REPORTS TO: Special Services Supervisor	LEVEL OF SUPERVISION RECEIVED: Moderate Supervision		LICENSE/CERTIFICATES: Illinois Class D Driver's License

SUMMARY:

Performs routine and complex administrative work functions associated with coordinating repair and maintenance of law enforcement vehicles and maintaining information, documentation, and records related to Police fleet purchases, repairs and operations.

Responsible for transporting vehicles and equipment to and from various vendors and Village locations. Responds to and interacts with residents, employees, vendors and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Coordinates preventive and routine maintenance activities to maintain equipment in operable condition; coordinates preventive maintenance schedules; ensures that all vehicles receive appropriate maintenance. Processes vehicle/equipment repair orders and scheduled maintenance orders; maintains schedule.	Daily 30%

2.	Review equipment repair requests and take action by scheduling repair and transporting to the proper facility or agency having responsibility. Transports to and from the Village Maintenance facility and other non-Village maintenance facilities for miscellaneous repairs/maintenance.	Daily 10%
3.	Works closely with the Village's Fleet Services Division to coordinate vehicle repairs and maintenance; responds to fleet related concerns and/or complaints from Police Department personnel. Works closely with the Village's IS Department to coordinate repair and installation of communications equipment in Police vehicles.	Daily 10%
4.	Maintain the Cook County/CABS/Chicago Police ICLEAR arrest booking system by ordering supplies and providing officer training and updates. Assists officers in the field in resolving problem issues with ICLEAR, vehicle communications and recording equipment.	Daily 5%
5.	Ensures that police vehicle equipment/accessories are in compliance with all federal, state and local laws and regulations including licensing, inspections, registrations, etc.	Daily 5%
6.	Maintains records of activities, tracks costs, and prepares statistical and operational studies and reports; provides budgetary recommendations to higher level supervisory and management staff amounting to nearly \$500,000 annually for police vehicles and related equipment, technology equipment and items foreseen as necessary.	Daily 5%
7.	Prepares necessary specifications and contract documents for replacement of police vehicle equipment/accessories. Drafts legal contract bid specifications and seeks bids for the Police Radio Communications Equipment Maintenance contract and the Vehicle Changeover contract with recommendations being submitted to the Village Board for approval.	Monthly 5%
8.	Processes vendor invoices for payment; reviews invoices and related documentation for accuracy and appropriateness.	Weekly 5%
9.	Completes various forms, correspondence, reports, purchase orders, spreadsheets, purchasing guides, and other documents; generates manual and/or computerized reports; balances reports; copies, distributes, and/or maintains as appropriate; prepares/maintains file system of departmental records.	Daily 5%
10.	Transports mail to facilities of the Village. Transports court related records to Rolling Meadows Third District Court.	Daily 5%
11.	Answers inquiries from employees, vendors and other agencies in a courteous and professional manner.	Weekly 10%
12.	Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database presentation, Internet, e-mail, or other software; enters vehicles into inventory control system.	Daily
13.	Operates and properly maintains all tools and equipment necessary to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists and/or performs ASO I, Court Officer ASO, and Crossing Guard duties as required.
2.	Arranges for cat traps to be loaned out to Village residents requesting them and maintains records.
3.	Performs other duties, tasks, and responsibilities as assigned.
<p>SUPERVISORY RESPONSIBILITIES: (Select one – required)</p> <p><input checked="" type="checkbox"/> None required</p> <p><input type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. <i>(List specific responsibilities below)</i></p>	

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Some college coursework in purchasing, business or related area a plus.

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Previous experience and/or training involving coordinating and monitoring police vehicle maintenance or general fleet maintenance administration

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here
Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

MS Word, Excel, Access

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Fluency in foreign language skills is:

Ability to speak and/or read, write and comprehend.

- A Plus
- Preferred
- Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Analytical Skills –

- Ability to identify and resolve possible causes for problems with vehicle related equipment and accessories. Should have knowledge and experience with vehicle maintenance. Should have a very basic knowledge and understanding of computer networking.
- Ability to forecast budgetary items that will be needed by the Police Department including, but not limited to equipment associated with vehicles, digital in-car video recording and the transporting of wireless communications.
- Ability to utilize a computer and specialty equipment effectively.

Problem solving –

- Assists officers in the field in resolving problem issues with ICLEAR, vehicle communications and recording equipment.

Communication and Customer Service –

- Ability to communicate with employees, citizens and vendors in a clear and understandable manner.

Computer and Technical Skills –

- Ability to operate a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database presentation, Internet, e-mail, or other software; enter vehicles into inventory control system.
- Ability to type a minimum of 30 wpm, corrected.
- Alpha/numeric data entry skills of 5,000 kph, corrected
- Basic to intermediate skills in Word and Excel preferred
- Access experience a plus.
- Ability to safely operate motor vehicles on a daily basis to various municipal locations, service locations, and transport court related documents to District Court.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u> X </u>
Walks	_____	_____	_____	<u> X </u>
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	<u> X </u>	_____
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	_____	<u> X </u>
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u> X </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	<u> X </u>
Lifts or move 20 to 50 pounds (moderate)	_____	_____	_____	<u> X </u>
Lifts or move 50 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

 X Absence of color blindness

 X Corrected vision of...

20/20

_____ Uncorrected vision of...

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions) <u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	_____	_____	<u> X </u>	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	_____	<u> X </u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	_____	<u> X </u>	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	<u> X </u>	_____
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____