

## **POLICE MAINTENANCE TECHNICIAN**

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### **DEFINITION**

Under general supervision performs non-sworn police work and support duties involved in Police Department maintenance services and technical services, including the maintenance and repair of the Police Department building, facilities and equipment, and the inspection and maintenance of police vehicles and accessories; performs other related work as required.

### **DISTINGUISHING FEATURES**

Positions in this classification perform both routine and highly responsible specialized maintenance work in the Police Department and may be responsible for the independent performance of particularly difficult or specialized maintenance work. Work in the class is characterized by the independence with which the incumbent is expected to operate and by the more technical aspects or overall complexity of the work. Incumbents are able to perform the full range of duties assigned with only occasional instructions or assistance as unusual or unique situations arise and are fully aware of operating policies and procedures.

### **EXAMPLES OF DUTIES**

1. Performs repair and maintenance of the Police Department building, facilities and equipment, including general janitorial services; routine building, electrical, and plumbing maintenance; workstation computer installation, and general maintenance services.
2. Performs routine repair and maintenance of specialized Police Department building and operating systems and equipment including security systems, HVAC/boiler systems, fire prevention systems, generators, alcohol test simulators.
3. Performs routine basic repair and maintenance of police vehicles; coordinates larger vehicle repair and maintenance with Public Works Fleet Maintenance personnel.
4. Performs troubleshooting, repair and maintenance of specialized police vehicle equipment including mobile computer monitors and software, light bars, sirens, and light and siren controllers.
5. Assists with installation and set up of workstation computers and various other equipment.
6. Prepares and maintains various reports, logs, inventories and records; requisitions supplies, materials and equipment.
7. Assists with various other Police activities including conducting surveys and studies, routine report or investigation follow up, and transporting materials and supplies,
8. As necessary, responds to and assists at crime scenes and in other police activities.

### **EMPLOYMENT STANDARDS**

#### **Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from high school. Additional specialized training in facility maintenance, the building trades or a related field is desirable.

**Experience:** Two years of responsible custodial and facilities maintenance experience and substantial electronics installation and maintenance experience requiring interpretation of complex instructions and rules.

#### **Knowledge**

Knowledge of modern practices, procedures, equipment and tools used in building and facilities maintenance and in electronics installation and maintenance; principles and practices of routine vehicle fleet maintenance; modern records maintenance practices and procedures; and safe work practices and procedures.

#### **Ability**

Ability to perform assigned work with speed and accuracy; operate computer equipment, a variety of office equipment and specialized police department equipment; read, interpret, apply and explain various codes, regulations, manuals, maps, etc.;

establish and maintain accurate records; prepare reports concerning areas of assignment; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with employees and the general public.

**OTHER REQUIREMENTS**

Special Requirements

Willingness and/or ability to respond to after-hours emergency calls as required, and successfully pass a background investigation.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.