



JOB DESCRIPTION

Position Title: Fleet and Equipment Coordinator

Date: April 9, 2025

Department: RCMP – Hope Detachment

Supervisor: Detachment Services Supervisor

Position Summary:

This is a civilian support position working in the Hope RCMP Detachment under the supervision of the Detachment Services Supervisor. The incumbent will be responsible for service and support of fleet vehicles and operational equipment held by the Detachment, and the maintenance and accuracy of related administrative records. This is an isolated position within the Detachment, with a high degree of confidentiality, and the incumbent will liaise with several partner agencies to maintain effective and efficient processes. The incumbent will organize and maintain efficient fleet and equipment inventory systems in accordance with RCMP policies and procedures.

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety;
- Integrity;
- Personal Responsibility;
- Team Work;
- Respectful Workplace; and
- Inclusiveness.

Physical Demands:

- Periods of prolonged sitting;
- Periods of prolonged typing;
- Occasional periods of prolonged standing;
- Occasional periods of prolonged walking;
- Must maintain the physical agility, strength, fitness and vision requirements required of the position; and
- Must be physically able to lift heavy items employing safe lifting procedures.

Psychological Demands:

- Periods of high pressure and stress;
- Dealing with sensitive information, situations and/or situations of conflict;
- Must be able to respond frequently changing operational demands;
- Must be able to deal effectively with difficult people and extremely stressful situations; and
- Must be able to understand written and/or verbal instructions.

Responsibilities:

Without restricting the general nature and scope of the work, the following are illustrative examples of work, which may be expected of the classification. The incumbent, in addition to performing other related tasks and duties as assigned by the Detachment Commander or delegate, as it relates to this position:

- Perform various clerical functions varying in degree of complexity and responsibility while performing all associated duties of a Fleet and Equipment Coordinator;
- Perform complex data entry and manipulation, and compile reports in a variety of database systems and software including PRIME, Digital Evidence Management System, Holman Fleet Management Systems, and Microsoft Excel;
- Coordinate, meet and liaise with automotive and equipment vendors and technicians, RCMP Post Garage, Radio Shop, IT, Armoury and Divisional Stores, Detachment Employees, and the general public;
- Coordinate the maintenance and repair of the RCMP fleet, transport vehicles to/from service appointments in Hope, Chilliwack and points beyond;
- Perform monthly fleet and equipment inspections, restock vehicles, identify and action service issues, and notify supervisor when supplies are required;
- Record mileage, track and reconcile all fleet receipts and mechanical invoices, maintain records in accordance with policy;
- Liaise with Post Garage and other fleet vendors to fit-up new police vehicles;
- Activate, document, and distribute Holman credit cards to the fleet;
- Receive, process, and distribute all operational police equipment including Firearms, Conducted Energy Weapons (Tasers), Approved Screening Devices (Breathalyzers), Body Worn Cameras, Intervention Tools and related accessories;
- Administer body-worn camera system workflow, orient and assist Members with digital evidence access, vetting, and disclosure;
- Compile inventories, continually track equipment and its issuance to Members;
- Troubleshoot and identify service issues with equipment, including police radios, mobile workstations, body-worn cameras, breathalyzers, and Tasers; liaise with vendors for service or support;
- Coordinate, package, ship and track equipment for service and routine maintenance;
- Maintain equipment storage rooms in a clean and orderly fashion at all times;
- Continually monitor and restock all operational and fleet supplies, including ammunition, firearm cleaning kits, radio accessories, Narcan, first aid kits, PPE, windshield wiper fluid, flares and other consumables; notify supervisor when supplies are required;
- Review changes to fleet and equipment policy and legislation regularly, notify Members, update forms, logbooks, signage and supplies as needed;
- Orientate new Members and provide them with an understanding of job requirements with respect to equipment and fleet processes;
- Participate in, and comply with, the annual Unit Level Quality Assurance audit of fleet and operational equipment, and routinely perform self-directed audits and inventories to ensure the security and adequate supply of equipment;
- Coordinate, undertake and document the disposal of equipment as directed;
- Assist Exhibit Custodian with seized property disposals; and
- Perform other related duties as required.

Required Knowledge, Skills and Abilities:

- Grade 12 education;
- Working knowledge of modern office practices, procedures and equipment. Experience with Microsoft Outlook, Word, and Excel or equivalent software;
- Ability to operate and test a variety of equipment, including laptops, tablets, portable radios, satellite phones, drones, and cameras;
- Establish and maintain an effective working relationship with a variety of government agencies, private vendors, RCMP Members and other members of staff;
- Demonstrated level of competency in typing/keyboarding, or other means of data entry;
- Experience and knowledge in handling and making safe a variety of firearms and improvised explosive devices; and
- Ability to establish and maintain a respectful working relationship with peers and superiors.

Required Licences, Certificates and Registrations:

- Valid British Columbia Driver's Licence and must be insurable to operate a Government motor vehicle;
- Must be able to successfully complete the Canadian Firearms Safety Course (CFSC) and Canadian Restricted Firearms Safety Course (CRFSC) courses; and
- Must be able to qualify for, and maintain, enhanced reliability security clearance from the RCMP.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Working Conditions:

The incumbent will work the standard 7 hour day Monday to Friday, and due to the nature and scope of the work, the work day may fall between the hours of 6:00 a.m. to 5:00 p.m. daily, as determined by the Detachment Commander, for a total of 35 hours per week, and on occasion work overtime as authorized. The incumbent will be a member of C.U.P.E. Local 458. The incumbent will be responsible for performing the tasks associated with Fleet and Equipment Coordinator "housekeeping" duties. Fleet and Equipment Coordinator duties will entail lifting heavy objects. The incumbent shall have sufficient physical strength, stamina and coordination to effectively perform the work. Performance is subject to review, inspection and evaluation by the Detachment Services Supervisor.
