

**Chatham-Kent Police Service**  
**Notice of Internal and External Posting**  
**#031 - 2019**

**Position:** Fleet, Building and Logistics Coordinator- Full-time

**Department:** Administrative Support Branch

**Supervisor:** Administrative Support Branch Inspector

**Work Location:** Chatham-Kent Police Headquarters – Chatham, ON

**Job Description:**

- Inspect fleet vehicles and report daily to ensure the vehicles are operating properly. Maintain a record of all repairs and maintenance to the fleet vehicles, and equipment. Maintain all supplies for police fleet vehicles. Research and development on latest trends as it relates to police fleet vehicles, and assist with best options for the CKPS. Identify any health and safety issues as it relates to the police fleet and report these issues promptly to the Administrative Support Inspector.
- Inspect and manage the needs for all Police facilities. Ensure that the buildings are clean and presentable. Identify and address any and all safety issues within and around police facilities. Ensure that the heating and cooling system, plumbing, electrical, and mechanical systems for all police facilities are operating properly. Maintain all office supplies for all police facilities.
- Inspect, track and manage all mobile/portable police radios, ensure they are repaired as needed. Assist with the management of police equipment located within or around all police facilities as needed or instructed.
- Assist with logistics for any major incident or as needed by the Duty Senior Officer.

**Specific Responsibilities:**

- Make decisions on where and when police fleet vehicles are repaired, to ensure that the vehicles are being repaired effectively, efficiently with safety as the primary goal. Ensure all repairs are tracked for each vehicle in consultation with Municipal Fleet. Coordinate with Fleet Management personnel to confirm vehicle repair costs in excess of \$1,000.00, and ensure proper quotes are received for the vehicle repairs.
- Provide technical support for acquisition, utilization and disposal of fleet vehicles.
- Inspect, track and manage all mobile/portable police radios.
- Manage the contract custodians to ensure that all police facilities remains neat, clean, and safe.
- Oversee and ensure that the contract repair personnel make the required repairs to all police facilities. Report contractors to Executive Assistant to ensure WSIB clearance is attainable.
- Order fleet, office, cell block and cleaning supplies as needed, for all property controlled/used/operated by CKPS.
- Liaise with Municipal, Provincial, and private sector partners in areas of fleet, building, and logistics management to ensure the needs of the Service are met.
- Coordinate and assist with the decisions in respect to logistic needs/supplies at all major incidents.

**Qualifications:**

- Minimum completion of a 2-year college (diploma or certificate)

- Two (2) years job-related experience.
- Physically able to lift and move articles weighing up to 20 kgs.
- Valid Ontario Drivers Licence.
- Successful in attaining a police background clearance letter

**Beneficial:**

- Exemplifies and adheres to the Chatham-Kent Police Service's core values
- Excellent interpersonal skills.
- Effective report writing and communication skills
- Well-developed organizational, analytical, problem-solving and team-building skills.
- High-level computer skills, ability to learn and adapt to internal computer systems.
- Self-motivated, ability to work independently with minimal supervision.
- Be able to multi-task and prioritize activities effectively
- Ability to adapt and manage change;
- Accuracy and attention to detail.
- Related fleet and logistics experience
- Ability to maintain confidentiality, tact and diplomacy
- Professional attitude and demeanor
- Experience with MS based systems, including MS word and Excel, and Microsoft Office.
- Auto Mechanic Certificate
- Customer service training and/or experience

**Hours of Work:**

- Normally Monday-Friday, 06:30am-14:30pm, 35hr work week.

**Start Date:** To be determined

**Compensation:** \$63,948.24 starting salary

**Closing Date:** Friday November 22nd, 2019 at 09:00 hrs.

**Resumes forwarded to:**

Chatham-Kent Police Service Headquarters  
 Attention: Inspector Kirk Earley  
 24 Third Street, PO Box 515  
 Chatham, Ontario  
 N7M 5K5

*Administration maintains the right to candidate selection and posting duration based upon organizational objectives, goals and long term planning initiatives. Personal information collected under the authority of the Municipal Freedom of Information and Protection of Privacy legislation will be used strictly for candidate selection. Only those candidates selected to move forward in the process will be notified.*