

POSITION DESCRIPTION**GU-15****Town of Needham****Police Maintenance Assistant****12/2016*****Duties:***

Under general supervision of the Chief of Police in charge of support services, provide maintenance and repair of vehicles, building and grounds.

Perform routine maintenance on cars such as lubrication, changing tires, replacing bulbs and headlights, changing wiper blades, and installing batteries; make routine repairs on vehicles, such as installing brakes, tuning up vehicles and repairing radios; investigate complaints and problems associated with Police vehicles; estimate repair costs and recommend if outside service is required.

Solicit oral and written bids for vehicle supplies, parts, and repairs; order supplies for and repairs to vehicles as needed; review and audit charges for supplies and vehicle repairs. Order and maintain gas and oil supply for Police depot; maintain related records.

Assist in preparation of building maintenance and automobile budget; solicit bids for new vehicles; and assist in the purchase process.

Maintain building and grounds by cutting grass, trimming hedges, shoveling snow, cleaning cell blocks, replacing dirty blankets, towels, and soap; perform routine building maintenance such as replacing light bulbs, switches, faucet washers, and valve stems, changing filters in and cleaning air conditioners. Obtain estimates for building repairs; place approved orders; and pick up building supplies as required.

Install or make temporary signs for streets, where officers are on special detail; transport radar equipment, guns, and miscellaneous items for repair; in emergency situations, transport prisoners or evidence as required; and perform miscellaneous related duties as required.

Drive small truck to transport property and evidence as required.

As back up to Animal Officer, pick up and dispose of dead animals.

Perform other related duties as assigned.

Basic Knowledge:

Work requires the equivalent of vocational training in automobile maintenance and other mechanical course work.

Experience:

Duties require two to three years of related experience.

Independent Action:

Work independently, referring only financial matters and priorities to supervisor.

Supervisory Responsibility:

Functional supervision of restitution workers in custodial duties.

Physical and Environmental Standards:

- Frequent and extended periods of outside work, subject to all weather conditions and extremes.
- Continuous walking, standing, climbing; frequent periods requiring sustained uncomfortable physical positions.
- Regular and sustained periods of strenuous physical exertion, requiring ability to lift, carry and position heavy objects utilizing proper mechanics and techniques.
- Operates equipment which causes loud noise levels and high vibrations.
- Exercises caution when operating equipment or handling toxic chemicals or other materials.
- Utilizes proper sanitary precautions when handling trash, garbage and other potential bio-hazards.