

EXHIBITS CUSTODIAN/FLEET MAINTENANCE COORDINATOR

1. Nature and Scope of Work

This is clerical, manual and custodial work entailing responsibility for the receipt, verification, control, storage and security of a variety of court exhibits including drug exhibits and seized and found property items and for fleet maintenance work ensuring that police vehicles undergo regular maintenance and repair as necessary. An incumbent of this class is responsible for safekeeping and controlling the movement and disposal of exhibit items, monitoring vehicle servicing and repair needs to schedule appointments for delivery and pick up and preparing records and documentations related to the work. Considerable independence of judgement and action is exercised to carry out assigned duties within established guidelines but the more complex or unusual problems are referred to a superior who reviews work in terms of conformance with established policies and procedures and effective services rendered.

2. Illustrative Examples of Work

Receives, verifies, controls, stores and ensures the security, movement and proper handling of a variety of court exhibits including drug exhibits and seized and found property items; manually lifts, sorts, arranges and stores such items; and arranges for the appropriate disposition of exhibits and seized and found property.

Liaises with police officers and other agencies on the identification, handling and transfer or disposition of exhibits and seized and found property items; provides evidence in court to confirm continuity of exhibits, as required.

Verifies and registers firearms; dismantles firearms as necessary to identify markings; submits firearm exhibits for laboratory profiling prior to destruction; maintains an inventory of destroyed firearms.

Coordinates, schedules and monitors police vehicle repairs and servicing needs according to scheduled maintenance and emergency caused damages; contacts vehicle maintenance service suppliers for information, prices and service response times; enters, updates and retrieves service and repair information on all vehicles; orders and coordinates the delivery of new emergency equipment; determines work priorities according to established guidelines; and prepares and closes work orders.

Schedules and transports vehicles to and from servicing and repair shops for planned and unplanned service, maintenance and repair work.

Prepares and maintains records of vehicle maintenance, inventory and fleet expenditures; provides fleet operations cost estimates to a superior; and prepares orders for replacement vehicles as required.

Prepares and maintains files, records, ledgers and reports related to the work; prepares routine correspondence to appropriate contacts regarding acquisition and disposition of exhibits and seized and found property; prepares and maintains records of expenditures for routine fleet maintenance and non-routine repairs.

Returns, upon identification, recovered stolen property to appropriate parties or releases for public auction as directed; assists in the destruction of drugs, firearms, liquor and dangerous exhibits; and destroys valueless property as directed.

Monitors and tracks the movement of mobile device units used inside police vehicles in the RCMP asset tracking system, such as portable radios, radars, lasers, mobile workstations and secure laptops computers.

Performs related work as required.

3. Required Knowledge, Abilities and Skills

Sound knowledge of the methods and procedures used in receiving, verifying, recording, handling, securing, storing and controlling the movement of a variety of police exhibits and seized and found property.

Sound knowledge of departmental policies, practices and procedures related to the work.

Sound knowledge of legal requirements regarding the processing and disposition of exhibits and property.

Sound knowledge of fleet automotive equipment related to the work performed.

Ability to manually lift, sort, arrange and store exhibit and property items of varying bulk and weight in a safe manner.

Ability to prepare, maintain and control records, inventory, fleet expenditures, files, reports, ledgers and other materials related to the work.

Ability to give evidence in court on matters related to the work.

Ability to schedule, monitor and coordinate police vehicle repairs and serving needs according to scheduled maintenance and emergency caused damage.

Ability to establish and maintain effective working relationships with staff, the general public and various other internal and external contacts in supplying information and assistance.

Ability to exercise judgement in planning work schedule and deciding priorities.

Ability to identify, register and safely handle various types of firearms.

Ability to operate common office equipment including a computer terminal.

4. Desirable Training and Experience

Completion of Grade 12 plus sound related experience preferably in an RCMP Detachment; or an equivalent combination of training and experience.

5. Required Licences, Certificates and Registrations

Driver's Licence for the Province of British Columbia.

Ability to obtain and maintain an R.C.M.P Security Clearance