

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Non-Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>07/08</b>
<b>POSITION</b>	<b>QUARTERMASTER</b>	<b>HOURLY WAGE</b>	<b>\$19.1559</b>
<b>DEPARTMENT</b>	<b>Police (21-01-521)</b>		
<b>JOB CODE</b>	<b>43725</b>	<b>GRADE</b>	<b>N31</b>

**PHYSICAL LOCATION:**

- 1604 N Roosevelt Blvd, Key West and corporate limits of the City of Key West or where otherwise assigned.

**REPORTING RESPONSIBILITIES:**

- Directly to the Support Services Division Commander.

**GENERAL FUNCTIONS:**

- Quartermaster is a non-sworn position within the police department. The basic responsibility of the Quartermaster is to support the infrastructure of the police department's day-to-day operations related to supplies/equipment procurement and dissemination, inventory, equipment maintenance, physical plant, schedule and coordinate repairs and maintenance of building components, administration of building security systems and fleet management. **Quartermaster is designated a "critical" position, and SHALL be required to report and remain available for emergency duty in face of an in-coming hurricane or other disaster or declared emergency.**

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to speak and understand English clearly.
- Able to read, write and understand English.
- Able to see and hear well enough to perform the duties of this job description.
- Able to climb ladders and stairs.
- Able to lift and move equipment and packages both with and without aids.
- Able to organize thoughts and information into well written and easily understood reports and documents.
- Able to work a forty (40) hour work week and overtime as necessary. The employee will work a 5-day work week unless otherwise specified.
- Able to work varying hours when needed.
- Able to correctly operate a personal computer.
- Able to operate or use motor vehicles, equipment and/or materials as specified in this job description.
- Able to organize and prioritize multiple tasks making the most efficient use of time.
- Perform all assigned tasks quickly, efficiently, completely and correctly.

**EQUIPMENT TO BE USED:**

- Dollies; Basic hand tools such as screwdriver, pliers, etc.; Computers; Ladders; Cleaning equipment; Motor Vehicles; and Standard & specialized forms.

**ENVIRONMENT:**

- The Quartermaster's responsibilities are performed both indoors and outdoors, in both air conditioned and non-air conditioned environments.
- The Quartermaster may reasonably anticipate, through the course of their normal duties, occupational exposures to blood or other potentially infectious materials through contact via the skin, eyes, mucous membranes or parenteral contact.

**PHYSICAL REQUIREMENT:**

- Bending 3.0%
- Standing/Walking 38.0%
- Sitting/Driving 50.0%
- Lifting/Carrying 5.0%
- Climbing 0.5%
- Reaching 4.0%
- Using Stairs 4.5%

**DUTIES/TASKS/JOBS:**

- Maintain good working relations with vendors.
- Maintain current catalogs and vendor information, and stay apprised of current technology related to law enforcement equipment.
- Research product information and make purchase recommendations.
- Measure / fit members for uniform items.
- Enter purchase requisitions.
- Maintain an effective system/schedule for reordering or restocking regularly used supplies.
- Receive and verify completeness of ordered supplies and equipment.
- Move received items to the supply room or other appropriate location.
- Maintain accurate inventory records of supplies, equipment and vehicles.
- Distribute equipment and supplies.
- Maintain accurate records of equipment and vehicles issued.
- Maintain the supply room in a well organized manner.
- Conduct annual inventory / audit of department controlled capital assets.
- Dispose of department controlled equipment in accordance with City procedures.
- As appropriate, clean or refurbish equipment that is returned so that it can be reused.
- As appropriate and to the extent allowable, perform basic maintenance and repairs on physical plant components and equipment, (i.e. put desk components together, replace rollers on chairs, replace antennas on portable radios, etc.) *(Repairs and maintenance that is beyond the abilities and resources of the Quartermaster will be performed by other sources).*
- Coordinate with the City of Key West Department of Transportation all fleet related issues.
- As needed, coordinate and schedule repairs and maintenance to equipment and physical plant components.
- Conduct routine inspections of the entire physical plant and attend to issues that need to be addressed, (i.e. arrange for grass to be mowed, monitor custodial services and address any deficiencies, arrange for painting and carpet cleaning, etc.)
- Maintain accurate records of keys and combinations.
- Change cores in door locks when needed.

- Administer the building's access control system to include issuing and updating key-cards.
- Work closely with Monroe County Communications Department regarding communications issues, to include but not limited to coordinating maintenance of communications radio and telephone equipment.
- Prepare thorough and accurate reports when requested related to Quartermaster responsibilities, (i.e. inventory reports, Executive Summaries, etc.)
- Administer the in-car video camera program by ensuring accurate inventory records, and coordinating installations, repairs and maintenance. *(Support related to ICOP system communication, archiving and server will remain the responsibility of I.T. Staff).*
- Perform other tasks assigned by his/her supervisor.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Able to speak and understand English clearly.
- Able to read, write and understand English.
- Able to see and hear well enough to perform the duties of this job description.
- Able to climb ladders and stairs.
- Able to lift and move equipment and packages both with and without aids.
- Able to organize thoughts and information into well written and easily understood reports and documents.
- Able to work a forty (40) hour work week and overtime as necessary.
- Able to work varying hours when needed.
- Must be computer literate. Have an above average understanding of how to operate a personal computer. Be well versed in software applications Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint. Understand how to operate and perform basic maintenance on peripheral equipment such as printers, etc.
- Able to achieve and maintain FCIC/NCIC certification.
- Able to operate or use motor vehicles, equipment and/or materials as specified in this job description.
- Able to organize and prioritize multiple tasks making the most efficient use of time.
- Perform all assigned tasks quickly, efficiently, completely and correctly.
- Meet the requirements of in-service training required of non-sworn members and other training that may be required by virtue of the Quartermaster position.
- Maintain a valid driver license.
- Will not smoke in public buildings or while operating police vehicles.
- Graduation from a standard high school or equivalent (GED); college is desirable.
- Must pass Florida TABE Test (Test of Adult Basic Education) with a minimum 10<sup>th</sup> grade level in Reading comprehension and in Grammar/Mechanics/Spelling.
- No participation in any felony crimes, **even if never arrested for those offenses.**
- Personal integrity and honesty must be above question.
- Must pass oral interviews, psychological test, medical examination, drug screen, voice stress test, credit check, and other testing procedures involved in the hiring process.
- Must maintain a working telephone or cellular phone at all times while employed.

**This is a Safety Sensitive position**

**ACKNOWLEDGMENT**

By my signature below, I hereby acknowledge, understand and affirm that, either as part of the pre-employment screening or, post-hire probationary period, a detailed in-person, on-site background investigation will be conducted.

Further, I hereby acknowledge, understand and affirm that, should the above noted background investigation disclose unsatisfactory information, the possibility exists that I may be terminated from further pre-employment consideration or post-hire probationary employment.

Further, I understand that my position is designated a "critical" position, and I Shall be required to report and remain available for emergency duty in face of an in-coming hurricane or other disaster or declared emergency.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION  
VETERANS PREFERENCE EMPLOYER  
& A DRUG -FREE WORKPLACE**

Apply at:

Key West Police Department  
1604 N Roosevelt Blvd  
Key West, FL 33040  
Telephone: (305) 809-1087