

## **CLASS TITLE: EQUIPMENT SPECIALIST**

**PURPOSE OF THE CLASSIFICATION:** Under supervision assists in the development, implementation, and evaluation of a variety of equipment control, and loss control programs and functions in the Police Department and other related assigned duties.

### **ESSENTIAL TASKS:**

- Assists with planning, developing, and implementing a variety of equipment and loss control programs
- Purchases equipment according to specifications
- Assists with creating, updating, and maintaining records and databases
- Assists with the administration of various departmental programs
- Schedules and ensures the completion of maintenance and/or repairs of department equipment and property as directed
- Completes, submits and/or processes various reports
- Identifies and monitors budget needs for departmental equipment
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate degree in business, industrial safety, or a related field, and two (2) years of responsible administrative, data management/inventory control experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the modern principles and practices of loss control methods and procedures; and considerable knowledge of training principles and techniques. Ability to assess responsibility and cause concerning occurrence of accidents or hazard potential of various issues pertaining to life and property; ability to compile and interpret statistical data; ability to prepare effective verbal and written presentations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Skilled in the application of effective customer service principles; skilled in the use of personal computers.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations to conduct training sessions.

**Class Code: 3577**

**EEO Code: N-05**

**Pay Grade: AT-28**

**Group: Public Safety**

**Series: Public Safety Technical**

**Effective date: December 5, 2018**