

DIRECTOR OF POLICE TRANSPORTATION, 3722

Summary of Duties : Directs or assists in the direction of the Motor Transport Division of the Police Department which includes the operation, maintenance, repair, and assignment of all transportation equipment; makes recommendations for the acquisition and the disposition of transportation supplies and equipment; and does related work.

Distinguishing Features : The work of the Director of Police Transportation differs from that of other automotive superintendents by the specialized transportation needs and the semimilitary type of organization involved. An employee of this class supervises a large group of supervisory, shop, dispatching, and other personnel. The large fleet of equipment maintained includes police cars, motorcycles, buses and trucks, and other vehicles. Most of this equipment must be kept continuously available for hard usage, frequently under emergency conditions.

An employee of this class receives no technical supervision, and reports directly to the Commanding Officer, Fiscal Support Bureau. A Director of Police Transportation frequently consults with other bureau and division commanders to ascertain and evaluate transportation needs and services. The effectiveness of the work is judged by the reliability and performance of the transportation system and equipment.

Examples of Duties : Analyzes the transportation requirements of the Police Department and the performance of vehicles and recommends the purchase and retirement of equipment; supervises the assignment, dispatching, and storage of vehicles; develops, installs, and administers preventive maintenance programs and cost record systems; supervises the operation of repair, electrical, body, paint, tire, and battery shops and other functions necessary to the complete maintenance of a large fleet;

Develops plans for the future operations of Police Department transportation system; conducts research into the uses of police vehicles and determines equipment and personnel requirements; prepares specifications for new equipment, reviews bids, and supervises acceptance tests; plans the layout of new divisional garages and parking lots; prepares the budget for the division; confers with other division and bureau heads on transportation problems; fulfills supervisory Affirmative Action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles of operating a

large fleet of transportation equipment; a good knowledge of preventive maintenance requirements and methods; a good knowledge of transportation equipment operation, maintenance, and repair costs; a good knowledge of transportation equipment repair methods; a good knowledge of the organization, policies, and procedures of the Police Department which relate to the utilization of transportation equipment; a good knowledge of safety principles and practices; a working knowledge of the laws and regulations related to equal employment opportunity and Affirmative Action; a working knowledge of police administration, including budget preparation and personnel management; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to develop, install, and supervise the operation of cost control record systems; the ability to plan, lay out, coordinate, and review the work of a large group of employees; the ability to prepare budgets, analyses, and reports; and the ability to deal tactfully and effectively with vendors, the general public, and members of the Police Department.

Two years of full-time paid experience in supervising the repair, servicing, procurement or operation of a large fleet of transportation equipment (500 or more vehicles) at the level of Equipment Superintendent or four years at the level of General Automotive Supervisor or six years as a Senior Automotive Supervisor or a city class at that level providing the above experience.

As provided for in Section 109 of the City Charter, appointment to the class of Director of Police Transportation is subject to a one year probationary period.

Physical Requirements : Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds.

Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determinations must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.