

**CITY OF FRANKLIN**  
**Job Description**

**Job Title:** Police Utility Person

**Department:** Police

**Appointing Authority:** Chief of Police / Civil Service Subcommittee

**Reports To:** Inspector of Police

**Salary Level:** Non-Supervisory Level 9

**FLSA Status:** Non-Exempt

**Prepared By:** Kenneth W. Bohn, Chief of Police

**Prepared Date:** January 27, 2003

**Approved By:**

**Approved Date:**

**Summary**

The Police Utility Person performs routine transportation of vehicles, radar and other police department equipment; delivery and pickup of supplies and film for developing; record retrieval; and the cleaning and maintenance of equipment in vehicles and vehicle garage. This employee also makes contacts for equipment pricing and has daily interactions with vendors doing business with the police department.

**Essential Duties and Responsibilities** include the following:  
Transport Police Department vehicles and equipment to be serviced.

Organize and maintain service records.

Operate a variety of Police Department vehicles.

Coordinate new car and new equipment changeovers as needed.

Clean interior and exterior of vehicles, as assigned.

Retrieve records from archives for open records requests.

Deliver/Pickup supplies and equipment from vendors.

Maintain and record first aid supplies in storeroom and First Responder kits.

Maintain adequate jail supplies for prisoners.

Order tires/flares when needed.

Maintain routine stock kept in squad trunk (brooms, flares, first responder kit, etc.).

Maintain supply of windshield washer fluid.  
Fill Police Department vehicles with gasoline.  
Exercises rational judgment in all job responsibilities.  
Maintains the confidence and trust of peers, subordinates, superiors, and citizens.  
Other duties as assigned by supervisor.  
Any and all other duties as assigned by the Chief of Police.

### **Supervisory Responsibilities**

The Police Utility Person works independently under the guidance and direction of the Operations Commander.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Graduation from a high school or GED equivalent.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

Ability to learn to work with various computer software and other computer related equipment or programs.

### **Certificates, Licenses, Registrations**

Valid Wisconsin drivers license.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee frequently is required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch and bend/twist.

The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration.

The noise level in the work environment is usually moderate and occasionally loud.

### **Other Qualifications**

Ability to safely operate a motor vehicle.

Skill in operation of listed tools and equipment.

Ability to effectively communicate in writing and verbally.

Ability to understand and follow written and oral instructions.

Ability to read, write and perform basic math functions.

Ability to organize, direct and process oral and written instructions into reports.

Skill in operation of computer, calculator, telephone, typewriter and copy machine.

Ability to perform tasks under varying weather conditions.

### **Other Skills and Abilities**

Ability to use and operate radio, mobile data computer, sirens/lights, battery charger, broom, shovel, ladder, hand tools, telephone, computer terminal, copy machine, calculator, fax and typewriter.

Act as courier for the Franklin Police Department.

Assist in setting up equipment for special events (St. Martin's Fair, Civic Celebration, etc.)

**Miscellaneous**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Last Update: May 7, 2003