

GRADE: 7NE

TITLE: QUARTERMASTER
BUREAU: BOARD OF POLICE COMMISSIONERS
DIVISION: PURCHASING DIVISION

REPORTS TO: MANAGER, SUPPLY SECTION
SUPERVISES: PART-TIME SEAMSTRESS

POSITION SUMMARY: Perform duties to uniform all police officers and civilian employees as necessary.

FUNCTIONS OF THE JOB:

Essential Functions:

- 1) Provides standard uniform components to police officers as needed, including clothing, holsters, handcuffs and body armor. Takes measurements when necessary.
- 2) Provides standard uniform components to new police academy recruits according to measurements taken.
- 3) Receives and handles all damaged uniforms and uniforms of retired officers for inventory.
- 4) Repairs all leather components and clothing if possible.
- 5) Maintains inventory of standard uniform components. Works with vendors regarding purchasing and delivery.
- 6) Maintains standard uniform personnel cards on all police officers.
- 7) Makes recommendations regarding standard uniform components based on personal testing of components.
- 8) Makes recommendations and monitors the budget for the uniform section.
- 9) Trains and supervises other Supply Division employees when assisting in Uniforms
- 10) Compiles with uniform related revisions from time to time after mutual consultation.
- 11) Makes recommendations and monitors the budget for the uniform section.
- 12) Responsible for managing/supervising Supply Division when the Manager of Supply is not present.
- 13) Regular, punctual attendance is required

Marginal Functions:

- 1) Make deliveries of uniform components to area locations when necessary.
- 2) Assists in the warehouse and print shop when necessary.

Physical/Visual Activities or Demands: Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Sitting, Standing, Walking, Kneeling, Stooping, Climbing, Reaching, Feeling, Hearing, Talking.
- 2) Clarity of vision with the ability to adjust the eye to bring objects into sharp focus.
- 3) Ability to distinguish colors.
- 4) Frequent lifting of average weight (up to 60 lbs.). Use of hand truck or forklift

when necessary.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Good working conditions. Occasional exposure to dust.

POSITION QUALIFICATION REQUIREMENTS:

Knowledge: High school diploma or equivalent with basic knowledge of computers and fabrics.

Experience: Minimum of two years as Uniform Inspector or equivalent.

Skills and Abilities that may be representative but not inclusive of those commonly associated with this position:

- 1) Apply common sense understanding to carry out instructions furnished in written or oral form.
- 2) Ability to prepare, recommends and maintain inventory budgets.
- 3) Ability to supervise staff.
- 4) Ability to communicate professionally regarding uniform components.

Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive of those commonly associated with this position: Typewriter, Personal Computer, Calculator, Copier, Fork Lift, Dolly.

License(s)/Certification(s) Required: Valid Driver's License.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s)

Original Evaluation	Revised by	Revised by	Revised by	Revised by
DM - 10/97	MG: - 03/02	MG: 03/07		