

Shreveport Municipal Fire and Police
Civil Service Board

NOTICE OF A PUBLIC HEARING

This public hearing will be held on Wednesday, **November 13, 2019 at 8:30 a.m.** (Following its regular meeting) in the Police Assembly Room on the second floor, located at 1234 Texas Street, Shreveport, Louisiana 71101.

The Shreveport Municipal Fire and Police Civil Service Board will hold a public hearing to consider adopting the following Classification Plans:
Superintendent of Vehicle Maintenance, Assistant Superintendent of Police Vehicle Maintenance II and Police Vehicle Maintenance I

PLEASE SEE ATTACHED FOR PROPOSED ADOPTIONS TO THE SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE CLASSIFICATION PLANS LISTED ABOVE:

OVER

SUPERINTENDENT OF VEHICLE MAINTENANCE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible supervisory position assigned to manage the Vehicle Maintenance Division of the Shreveport Police Department. Duties involve oversight of work in the maintenance and repair of police vehicles, equipment and related property. The employee of this class manages computerized information systems used for inventory control, accounting and maintaining division records and reports. The Superintendent of Vehicle Maintenance reports to and has work reviewed by the Chief Administrative Assistant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans, organizes and directs maintenance operations including fleet management, vehicle and equipment procurement, and scheduling of maintenance, repair and disposal. Oversees the repair and upkeep of assigned police facilities, equipment, and vehicles. Establishes work procedures, service schedules, preventative maintenance, repair and quality control standards for the division. Observes and evaluates maintenance activities, taking steps to correct any problems. Recommends or makes needed changes in policy or procedures related to maintenance. Oversees the delegation of maintenance work and monitors the progress of assigned jobs to ensure the efficient operation of the division. Provides for inspections to assure repairs were completed properly.

Oversees the assignment of responsibilities and duties to subordinate maintenance personnel. Reviews work schedules and leave requests to ensure adequate staffing for the division. Supervises the training of subordinates in the use of work orders and in technical areas of work. Sets long term goals for subordinate supervisors by identifying what must be done and establishing a timetable for completion. Evaluates the work performance of division employees and writes employee evaluation reports. Oversees and participates in maintaining discipline among employees of the division by counseling employees who are experiencing work problems, conducting corrective interviews and by resolving employee complaints. Recommends disciplinary action to the appointing authority, and administers discipline as directed. Participates in the investigation of all accidents involving department automotive equipment. Assists the administration in determining the cause, and in formulating procedures to avoid future accidents.

Manages computerized information systems for inventory control, accounting and record-keeping. Oversees the accounting of monies and assets used to fund maintenance services. Monitors and reports fuel consumption and related expenditures. Gathers information for use in compiling budgets and prepares expenditure estimates. Works with superior officers to prepare and submit a divisional operating budget. Authorizes expenditure of funds within the limits of the established budget and oversees the purchase of equipment and supplies for the division. Manages subordinates who maintain an inventory of equipment and supplies needed to complete repair tasks. Meets with sales representatives to review new products or equipment related to maintenance. Collaborates with automotive and equipment manufacturers to develop detailed specifications and make recommendations to address any safety or operational concerns. Writes

and prepares equipment and vehicle specifications for public bid. Supervises the preparation and storage of records and reports of the division by reviewing records completed by subordinate supervisors and periodically inspecting systems and facilities for maintaining such. Maintains a database of departmental motor vehicle crashes and prepares results for review. Writes reports to document activity related to repairs and maintenance. Personally completes, files and retrieves all maintenance forms and records, as needed.

Participates in any training required by the department. Acts as a consultant for departments in surrounding areas, providing them with technical expertise, assistance and cooperation related to repairs and maintenance.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Superintendent of Vehicle Maintenance immediately preceding the closing date for application to the board.

OVER

ASSISTANT SUPERINTENDENT OF VEHICLE MAINTENANCE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position which provides for the proper maintenance of police vehicles, equipment and stations. Duties involve supervising highly skilled and technical work in the maintenance and upkeep of vehicles, maintaining records and reports related to repairs and evaluating the work of maintenance division subordinates in the Shreveport Police Department. The employee of this class works with little supervision and has work reviewed by the Superintendent of Vehicle Maintenance. This class reports to and ranks immediately below the Superintendent of Vehicle Maintenance.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees and participates in making arrangements for the repair and upkeep of assigned police facilities, equipment, and vehicles. Reviews maintenance work to be done and delegates tasks to subordinates for the effective operation of the division. Assigns repairs to qualified department personnel or locates outside services for the repair of vehicles or equipment, in accordance with departmental policies. Reads service manuals, parts books, and any other written material necessary to determine how to perform maintenance tasks. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Operates, road tests or inspects equipment to determine what repairs are needed, or to ensure that repairs were effectively accomplished. Performs required safety inspections on all department vehicles. Determines if police vehicle involved in an accident is safe for continued use.

Supervises and coordinates the activities of subordinates engaged in performing preventative and corrective maintenance on police vehicles and equipment. Outlines responsibilities and duties for subordinate maintenance personnel, including explaining policies, procedures, and rules, so that they will know what they are expected to do and what results are expected from their performance. Assigns work schedules and approves leave to ensure adequate staffing levels. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Trains subordinates in the use of operating manuals and work orders. Provides informal or "on-the-job" training for new employees, and provides assistance to all subordinates in technical areas of work. Routinely inspects the appearance of assigned equipment and subordinate personnel. Monitors the work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Holds meetings with subordinate maintenance personnel in order to receive reports, assign duty areas, exchange information or discuss work performance. Oversees and evaluates the work performance of assigned subordinates. Discusses employee work performance with superiors and writes employee evaluation reports. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Maintains discipline among employees of the division by conducting corrective interviews and by resolving employee complaints. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with

departmental procedures. Observes and evaluates the operations of the Vehicle Maintenance Division. Takes steps to correct any problems and recommends needed changes in maintenance policy or procedures.

Participates in the accounting of monies and assets of the maintenance division. Authorizes expenditure of funds and participates in the purchase of equipment and supplies for the division, keeping such within the established budget. Maintains inventory of equipment and supplies needed to complete repair tasks. Provides for the preparation, storage and maintenance of accurate repair records on police vehicles and equipment. Personally completes, files and retrieves all maintenance forms and records as needed.

Participates in any training required by the department. Interviews prospective employees and makes recommendations for hiring. Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Vehicle Technician II immediately preceding the closing date for application to the board.

OVER

POLICE VEHICLE TECHNICIAN II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and technically skilled work in the Vehicle Maintenance Division of the Shreveport Police Department. The Police Vehicle Technician II is responsible for overseeing the maintenance of departmental vehicles, police apparatus, tools and equipment. An employee of this class exercises supervision over Police Vehicle Technician I employees, providing training and technical assistance in the repair and maintenance of police department vehicles. The Police Vehicle Technician II works with some supervision, discussing work assignments with and reporting directly to the Assistant Superintendent of Vehicle Maintenance.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs and supervises maintenance on or repairs to brake systems, cooling systems, drive train systems, and fuel systems. Supervises repairs to electrical systems, such as batteries, starter systems, alternators, ignition systems, coils, distributors, spark plugs and cables, and electronic ignitions. Maintains lubricating systems, including oil pumps, oil filters, oil seals, and PCV systems. Performs and supervises maintenance on or makes repairs to suspension systems, gasoline engines, and emissions systems. Performs and supervises maintenance on accessories on automotive equipment such as speedometers, tachometers, lights and flashers, and windshield wipers. Supervises the use of automotive maintenance instruments in the maintenance or repair of police automotive equipment such as an oscilloscope, hydrometer, voltmeter, dwell-tachometer, and a vacuum gauge. Oversees general maintenance tasks such as refueling vehicles, changing and adding oil, and adjusting headlights. Diagnoses mechanical problems from information provided by police officers. Performs and supervises required safety inspections on all department vehicles, road tests equipment to determine what repairs are needed and determines that repairs were effectively accomplished. Decides if police vehicle involved in an accident is safe for continued use.

Assists superior officer with supervising department employees by assigning work or duty areas, assigning work schedules, approving leave, overseeing and evaluating work performance of subordinates, and reviewing subordinate reports. Discusses work problems with subordinates and superiors and aids subordinates with technical areas of work. Assists with resolving employee complaints and grievances, counselling employees who are experiencing work problems, and by writing employee evaluation reports. Reviews work to be done and delegates assignments to subordinates. Outlines responsibilities and duties for subordinates, including explaining policies, procedures and rules. Assists superior officer with monitoring work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Sets long term goals for subordinates, task priorities, and assists superior officer with maintaining discipline among employees. Recommends disciplinary action to the appointing authority and counsels employees who are experiencing work problems. Evaluates the operations of the division, takes steps to correct any problems observed and recommends changes in

department policy or procedures as applied to the division. Participates in any training required by the department. Assists superior officer with providing informal or “on-the-job” training for new employees, training subordinates in the use of operating manuals, and with training subordinates in the use of work orders. Assists superior officer with motivating employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs.

Transports, delivers, and picks up supplies and equipment by driving department vehicles. Performs and supervises the organization and storage of department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials. Assists superior officer with arranging for the repair of department equipment which cannot be repaired within the department. Performs and supervises the inspection of equipment after repairs to assure that repairs were properly accomplished. Assists superior officer with arranging for repairs and maintenance of assigned facilities, equipment, or operating systems, or assigns such to qualified department personnel. Assists superior officer with reviewing products by meeting with sales representatives and evaluating specifications for products to be purchased.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Completes and files forms and records as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver’s license.

Must be a regular and permanent employee in the class of Police Vehicle Technician I immediately preceding closing date for application to the board.

OVER

POLICE VEHICLE TECHNICIAN I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the Vehicle Maintenance Division of the Shreveport Police Department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, apparatus and equipment. Police Vehicle Technicians receive specific instructions for most duties and report to and have work reviewed by the Police Vehicle Technician II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs maintenance on or makes repairs to brake systems, cooling systems, and drive train systems, including automatic transmissions, drive shafts, differentials, and universal joints. Maintains fuel systems, including fuel pumps, carburetors, fuel lines and filters, and chokes. Repairs and maintains electrical systems, batteries, starter systems, alternators, ignition systems, coils, distributors, spark plugs and cables, and electronic ignitions. Performs maintenance on or makes repairs to lubricating systems, including oil pumps, oil filters, oil seals, and PCV systems. Cares for suspension systems, gasoline engines, and repairs accessories on automotive equipment, including speedometers, tachometers, lights and flashers and windshield wipers. Uses automotive maintenance instruments in the maintenance or repair of police equipment such as oscilloscope, hydrometer, voltmeter, dwell-tachometer, and vacuum gauge. Installs and ensures proper operation of emergency equipment including lightbars, strobes, sirens, flashers, audio/video systems, prisoner transport/restraint systems, and K9 transport systems. Operates brake lathe to turn rotors and drums as necessary. Operates tire machines to mount and balance tires as necessary.

Performs general maintenance tasks, diagnoses mechanical problems from information supplied by police officers, and performs required safety inspections on all department vehicles. Road tests equipment to determine what repairs are needed or to determine that repairs were effectively accomplished. Operates all equipment on vehicles, including communications equipment, to determine what repairs are needed or to determine that repairs were effectively accomplished.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations.

Organizes and stores department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials. Inspects equipment after repairs to assure that repairs were properly accomplished. Completes forms and records as required and participates in any training required by the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least two (2) years in automotive repair experience or have graduated from an accredited two (2) year technical program in automotive repair.

By direction of the Chairman: Sgt. Michael Carter
Carol Bradley, Secretary

Post this notice from October 7, 2019 through November 13, 2019

**DO NOT REMOVE BY ORDER OF
THE SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**