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Springfield Police Department.



City of Springfield

225 Fifth Street

Springfield, Oregon 97477

Ph: (541)726-3705 Fax: (541)726-4614

An Affirmative Action/Equal Opportunity Employer

Volunteer Position Description

| | |
|--------------------|--|
| Position: | FLEET Maintenance team |
| Supervisor: | Sgt. Rick Charboneau |
| Location: | 230 Fourth St. Springfield OR 97477 |
| Schedule: | Teams of two operate Monday through Friday, 7am-11am |
| Commitment: | Must commit to a minimum of one 4-hour shift/week for at least 12 months of service. Time off and vacations are allowed. |
| Objective: | Assist the Springfield Police Department by performing minor maintenance checks, inventory, cleaning, and shuttling police vehicles. |

Description of Duties

- Perform minor maintenance checks, ensure that lights are functioning properly and check fluid levels.
- Shuttle vehicles needing repairs or preventive maintenance to and from Fleet Services.
- Perform vehicle trunk checks; replenish supplies and equipment as needed.
- Wash the exterior and clean the interior of vehicles.
- Keep inventory and order all supplies associated with the stocking and cleaning of vehicles.
- Periodically seal the bio-hazard box, and assemble a new one. Contact Sani-Pac to pick up sealed boxes and drop off replacements.



Requirements

- Strong interpersonal skills and communication skills
- Age 50+ and fully retired
- Pass a police background check
- Have an Oregon Driver's License and a good driving record and be able to pass a driving test administered by the Springfield Police Department to qualify to drive department vehicles
- Have a schedule that is flexible enough to allow for attendance at team meetings and trainings
- Ability to send and receive e-mail from home
- Positive and supportive attitude with people of all backgrounds and abilities
- Capacity to work independently with limited close supervision
- Be supportive of the Springfield Police Department, its mission, and comfortable working within a police environment
- Willingness to conform to quality control of work and accept feedback
- Ability to take direction and follow instructions given by paid staff
- Commitment to comply with confidentiality requirements and police policies
- Willingness to ask questions and seek clarification if unsure of task



Answer the Questions:

- Could you operate a marked vehicle, using depth of field and peripheral vision; in congested traffic and in unsafe road conditions that can include fog, rain, ice and snow; while maintaining visual surveillance of your surroundings?
- Can you remain on your feet for extended periods of time, walking and/or standing in a relatively fixed position?
- Can you communicate clearly and effectively one-on-one and on the phone?
- Would you be able to read, learn and remember new and updated detailed, complex information (examples: changes in policy, procedure, etc.) and apply the information in a logical manner?
- Could you kneel and or bend to complete minor vehicle maintenance such as: loosen/tighten lug nuts, change tire, check tire pressure, check fluid levels, change light bulbs and windshield wipers?
- Could you lift up to 50 pounds (example: lift/hold tire past your waist to place in the trunk of a vehicle)?
- Would you be able to access e-mail to send and receive information to communicate with Fleet Services, team members and the team supervisor?
- Would you be able to access Microsoft Word and Excel to enter and delete information in a document?

Dress code

- Uniform shirts, jacket and cap are issued by the department.

Training and Preparation

- Onsite training is provided.

Open one of the links below and fill out the form:

[General Volunteer Application](#)

[Interest Inquiry Application](#)

If you apply for the Squad Car Maintenance Team, please return this complete form to KarLynn Akins,
Volunteer Coordinator City of Springfield
(541) 726-4652 or kakins@springfield-or.gov
255 Fifth St. Springfield OR 97477

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