



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Police Emergency Services Section Technician	BAND/LEVEL:	TEC I
DEPARTMENT:	Police Department	JOB NO:	5905
DIVISION:	Operations Bureau - Patrol Support	DATE:	1/18/2018
REPORTS TO:	Police Sergeant (ESS Section)	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	211
REPLACES:	New Position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Performs a variety of administrative and technical support assignments. Types routine to complex correspondence, reports, and other documents such as training summaries, rosters, maintenance plans and action plans, etc. Compiles data and prepares statistical reports. Establishes and maintains manual and computerized files, records, and logs. Handles the duties of the Special Events Coordinator, conducts tracking of ESS fleet maintenance. Supports the Emergency Services Section on emergency operations. Maintains ESS equipment inventory to include electronics, vehicles, weapons, Dive equipment, Explosive Ordinance Disposal equipment (when authorized), and general care of the BluHawk facility.

DUTIES AND RESPONSIBILITIES

1. Special Events Coordinator:
 - a. Communicates regularly with event coordinators via phone.
 - b. Reviews parade permits.
 - c. Coordinates Special Events billing, ensuring receipts are received at City Hall.
 - d. Initiates the Incident Action Plan process through Energov software, while scheduling officers and final completion of Incident Action Plans.
 - e. Reviews and submits block party permits.
 - f. Coordinates Convention Center Special Events (includes: scheduling, staffing, billing, etc).
 - g. Generates "Extension of Premises" permits.
 - h. Maintains the year-end summaries (plans, events, fees, billing, etc).
 - i. Coordinates the City-sponsored events. (ie: July 4th Event, Jazzfest, Fall Festival), while attending meetings, coordinating with civilians, communicating with Public Works department, City Hall, etc.).
 - j. Manages other large event projects.
2. Assist Explosive Ordinance Disposal Unit:
 - a. Maintains truck & equipment requests.
 - b. Manages training logistics for the Explosive Ordinance Disposal Unit (i.e. site coordination, material requests, etc), while also submitting final training summaries and rosters.
 - c. Assists with inventory (when authorized).
 - d. Accessible to assist the Tactical Operations Center with setup and tear down as requested.
 - e. Seeks funding through federal assistance (Grants).
 - f. Collaborates with the Mid-America Regional Council in equipment research.
 - g. Maintains Weapons of Mass Destruction "logistics" (such as: maintains suits, tanks, electronics, etc).

3. Assist S.W.A.T. Team:
 - a. Maintains truck & equipment as needed.
 - b. Coordinates the S.W.A.T. Team training logistics (i.e. coordination of training site, location of site training, materials required, etc), while also submitting final training summaries, rosters, etc.
 - c. Assists with inventory (when requested).
 - d. Maintains weapons maintenance, range assistance, etc.
 - e. Accessible to assist the Tactical Operations Center with setup and tear-down as requested.
 - f. Seeks funding through Federal assistance (Grants).
 - g. Collaborates with the Mid-America Regional Council in equipment research
 - h. Maintains Weapons of Mass Destruction “logistics” (such as: maintains suits, tanks, electronics, etc).

4. Assists Dive Team:
 - a. Coordination and Equipment maintenance of trucks and trailers.
 - b. Coordinates Dive Team’s training logistics (i.e. coordination of training site, location of site training, materials required, etc), while also submitting final training summaries, rosters, etc.
 - c. Assists with Inventory (as requested).
 - d. Accessible to assist the Dive Team with logistical support during call-outs
 - e. Seeks funding through Federal assistance (Grants).
 - f. Collaborates with the Mid-America Regional Council in equipment research.
 - g. Provides “Shore” support and boat operations.

5. Duties relating to BluHawk facility:
 - a. Coordinates building maintenance.
 - b. Maintains upkeep of supplies (orders, fulfillment, stocking, etc).
 - c. Maintains vehicle maintenance & repair coordination with the Emergency Services Section.

6. Assists Patrol Operations:
 - a. Provides assistance with reports (as needed).
 - b. Manages Civilian station officer duties at BluHawk location.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education and/or additional equivalent experience required. Basic education plus business or correspondence schools or college preferred (equivalent to 1-2 years).
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.
- Must successfully pass polygraph exam and police background check prior to employment.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
 - Must be at least 18 years of age.
 - Must have not been convicted of a felony or serious misdemeanor.

EXPERIENCE:

- Three plus years of administrative and clerical experience preferred with additional preference given to those with previous law enforcement experience.
- Hand tool skills, familiarity with handguns, rifles, and shotguns preferred.
- Experience within a police environment and public contact preferred.

SKILLS:

- Analytical skills, including research skills, ability to interpret data, ability to conceptualize, ability to analyze information, and ability to write formal recommendations based on findings.
- Attention to detail.
- Basic mathematical and accounting skills.
- Computer software - database creation/maintenance skills, spreadsheet and word-processing skills.
- Human Relations/Interpersonal skills.
- Project management skills, including organization, coordination of duties, and/or accomplishment of goals.
- Working knowledge of public sector administration.
- Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.
- Written and oral communication skills.
- Weapons Maintenance.
- Large vehicle operation.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to train and guide others.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to read and understand building plans and specifications.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in a hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Ability to operate City vehicles.
- Ability to operate power and/or hand tools.
- Ability to work in confined spaces.
- Hand and eye coordination adequate to input computer and typewriter.
- Exposure to extreme temperatures.
- Exposure to heights.
- Exposure to vibrations.
- Exposure to loud noises.

SPECIAL WORKING CONDITIONS:

- On call/stand-by work required.
- Ability to work in extreme temperatures and adverse weather conditions.
- Position required to work when facilities closed (e.g., holidays).
- Uniform required (Specifics to be determined).

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory

of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Running	Occasional	even and uneven surfaces
Sitting	Constant	Computer workstation or motor vehicle operation
Driving	Frequent	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	Both in and out of vehicle
Kneeling	Occasional	various postures to complete requirements
Squatting	Occasional	various postures to complete requirements
Crawling	Occasional	various postures to complete requirements
Climbing	Occasional	on / off equipment; high surfaces
Jumping	Occasional	various postures to complete requirements
Stairs	Occasional	various environments encountered
Ladders	Occasional	various environments encountered
REACHING		
Above shoulder	Occasional-Frequent	various activities require this activity
Below shoulder level	Occasional-Frequent	various activities require this activity
FINE MOTOR		
Gripping	Frequent	motor vehicle; handling and carrying equipment, weapons
Pinching	Frequent	motor vehicle; handling and carrying equipment, weapons
Wrist Flexion/Extension	Frequent	motor vehicle; handling and carrying equipment, weapons
Wrist Pronation/Supination	Frequent	motor vehicle; handling and carrying equipment, weapons
Typing/Data Entry/Reports	Frequent	Computer; data entry, report writing

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous Items	up to 100lbs	floor to waist	variable	occasional	Dive and SWAT Equipment
CARRYING					
Miscellaneous Items	up to 100lbs	up to 100 yards	variable	occasional	Dive and SWAT Equipment

PUSHING	FORCE	FREQUENCY/DURATION	DESCRIPTION
Miscellaneous Items	up to 100lbs	occasional	car; boat; trailer, etc.
PULLING			
Miscellaneous Items	up to 100lbs	occasional	car, boat, trailer, etc.