

Federal Way Police Department
VOLUNTEER POSITION DESCRIPTION

POSITION: **VEHICLE MAINTENANCE ASSISTANT**

PURPOSE: To assist the Quartermaster in the coordination of repair and maintenance of police vehicles and equipment.

DUTIES: Transport vehicles to repair sites, communicate problem to appropriate person and arrange for vehicle pick-up upon completion.

Deliver police department equipment to appropriate repair facility and arrange for its return.

Perform inventories of vehicles and vehicle supply room.
Replenish as requested.

Clerical support or other minor projects to assist the Quartermaster function.

REQUIREMENTS: Ability to learn and perform the above duties.

Possess a valid Washington State Drivers License, and a good driving record.

Possess good judgment in the use of vehicles and equipment.

Ability to understand and explain vehicle maintenance problems.

Ability to work with minimal supervision.

**COMMITMENT
REQUIRED:** Volunteers will be asked to work one four hour shift on a weekday. Volunteers will start out as substitutes and work on an as-needed basis to begin with.

COMMENTS: Volunteers will typically work in pairs.

A background check for a criminal record and a polygraph examination will be performed for all volunteers.

Volunteers will be under the supervision of the Quartermaster .

If you would like to apply for this position, or if you have any questions regarding this or other volunteer positions, contact Laurie Jackson, Volunteer Coordinator, (253) 835-6788.