



# PROPERTY CUSTODIAN

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**COMPETITION: #2265-50010111**

**STATUS:** Regular full-time  
**SECTION:** Property & Forensic Storage Services Unit, Information Services  
**HOURS OF WORK:** Four-day compressed workweek  
Monday-Thursday or Tuesday-Friday  
**SHIFTS:** Monday and Friday – 8:00 a.m. to 5:00 p.m.  
Tuesday, Wednesday, and Thursday – 10:00 a.m. to 7:00 p.m.  
**SALARY:** Pay Grade 17 - \$29.13 to \$34.23 per hour  
**COMPETITION END DATE:** Thursday, June 30, 2022

Responsible for providing clerical, computerized, and manual storeroom work in the Property & Forensic Storage Services Unit.

## ESSENTIAL DUTIES

- Assists in receiving, documenting, storing, identifying, picking up, and transporting a wide variety of articles, including exhibits seized by VPD members
- Determines the disposition of various articles including, bicycles, cash, valuables, firearms, liquor, hazardous materials, and forensic evidence
- Returns personal effects of deceased individuals to next-of-kin
- Submits forensic exhibits for laboratory analysis, according to specified departmental procedures
- Provides service to members of the public who are collecting or inquiring about their personal property
- Creates property subsystem entries for evidentiary exhibits returned from the lab, such as DNA cuttings, human specimens, and extracts
- Removes and packages items from evidence drying lockers
- Cleans and sanitizes work areas
- Maintains accurate records of all items received
- Provides information to VPD members or members of the public on the phone or in person
- Moves vehicles within facility with a forklift
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Ability to establish and maintain effective working relationships in a team environment and with the public
- Thorough knowledge of departmental procedures related to the storage and release of found, seized or stolen property
- Working knowledge of storeroom methods and procedures
- Working knowledge using Word, Excel, PRIME
- Ability to provide exceptional customer service
- Ability to communicate compassionately with family members of deceased individuals, both on the phone and in person
- Ability to work safely with sensitive and hazardous materials
- Ability to work with minimal supervision

### Preferred:

- Working knowledge of the *Firearms Act*



## EXPERIENCE

### Required:

- Stockroom / warehouse experience

### Preferred:

- Customer service experience

## EDUCATION

### Required:

- Grade 12

### Preferred:

- Valid forklift operator's license
- Possession and Acquisition License (PAL)

## OTHER REQUIREMENTS

- Must be able to qualify for a Possession and Acquisition License, and the Respirator Program
- Forklift operator's ticket
- Valid driver's license with an acceptable driver's abstract
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

**Selection Process:** Shortlisted candidates will be required to achieve 70% on a written test in order to move forward to the interview stage.

- The test will account for 60% of overall score
- The interview will account for 40% of overall score

***NOTE: This position falls under the jurisdiction of Teamsters Local 31.***

Applicants should submit a resume and cover letter made **to the attention of the Human Resources Section via email to [ypd.civilian.jobs@ypd.ca](mailto:ypd.civilian.jobs@ypd.ca)** by 4:30 p.m. of the closing date. **Please indicate the competition # in the subject line of the email.**