



PROPERTY CUSTODIAN

COMPETITION: #2372-50053756

SECTION: Property & Forensic Storage Services
STATUS: Temporary full-time
DURATION: Approximately six months (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)
HOURS OF WORK: Monday 8:00 a.m. to 5:00 p.m.
Tuesday-Thursday 10:00 a.m. to 7:00 p.m.
SALARY: Pay Grade 17 - \$29.13 to \$34.23 per hour
COMPETITION END DATE: Friday, September 22, 2023

Responsible for providing clerical, computerized, and manual storeroom work in the Property & Forensic Storage Facility, including the Drug Exhibit Room, Evidence Drying Room, the Police Garage, and other storage areas as required.

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 attend to collect or inquire about their personal property
- Creates property subsystem (RMS) 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, and the Property Office Information System (POIS)
- 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 & Acquisition License (PAL)

OTHER REQUIREMENTS

- Must be able to qualify for a Possession & Acquisition License and the Respirator Program
- Forklift operator's ticket
- Valid driver's licence 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

Candidates will be required to achieve 70% on a written test in order to move forward to the interview stage.

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

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

We thank all applicants, however, only those short listed will be contacted.

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.