



EOPS LOGISTICS COORDINATOR

COMPETITION: #2445 -240229

STATUS: Temporary full-time
DURATION: Approximately six months
HOURS OF WORK: Four-day compressed work week
SALARY: Pay Grade 17 - \$29.13 to \$34.23 per hour
COMPETITION END DATE: Thursday, April 25, 2024

Responsible for providing logistical support to the Emergency and Operations Planning Section (EOPS).

ESSENTIAL DUTIES

- Orders, monitors, and maintains emergency preparedness equipment, gear, and supplies
- Identifies, loads, transports, and deploys emergency preparedness gear and equipment
- Monitors police vehicle repair and servicing needs according to scheduled maintenance
- Prepares and maintains files and records
- Uses small gas-powered, electric, and hand tools for various tasks
- Operates the command vehicle and necessary emergency preparedness equipment
- Provides information and assistance to various staff and outside agencies
- Maintains storage facilities
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships in a team environment
- Thorough knowledge of traffic rules and regulations governing the safe operation of vehicles
- Working knowledge of methods and procedures for ordering, receiving, recording, storing, and issuing various supplies and equipment
- Working knowledge of the various types and uses of supplies and equipment required by sections
- Working knowledge of Vancouver city streets and surrounding municipalities
- Ability to operate and park a variety of vehicles safely
- Sufficient physical strength and agility to lift and move heavy items up to 60 lbs.

EDUCATION

Required:

- Grade 12

Preferred:

- Courses related to work and some related experience, or an equivalent combination of training and experience

OTHER REQUIREMENTS

- Valid BC driver's licence
- 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 may be required to pass a test in order to move forward to the interview stage

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. Please indicate the competition number in the subject line of the email.