



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

FLEET / EXHIBIT CUSTODIAN

Codiac Regional RCMP – Job # P1224

CLOSING DATE: NOON – MARCH 26, 2024

JOB SUMMARY:

This position is primarily responsible for the Exhibit / Fleet within the Moncton Codiac Regional RCMP as Fleet/Exhibits Custodian. This position reports to the Manager, Administration who is assigned Admin. Non-Commissioned Officer.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High school graduate or equivalent.
- The incumbent of this position must have successfully completed a Police Science or Cadet Training Program.

Or

- Be a graduate of a one-year (or more) post-secondary program and have at least six months of experience in dealing with police exhibits

EXPERIENCE:

- Previous police experience/background would be an asset.
- Experience with the care and handling of exhibits, i.e. the preservation and continuity for court purposes.
- Previous experience with vehicle management and maintenance would be considered an asset.
- Experience in ordering and maintaining inventory would be an asset.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a familiarity with the Criminal Code of Canada, Provincial and Federal Statutes and Municipal by-laws relating to handling of Exhibits.
- Proven knowledge of computer programs in Word, Excel, Outlook, PROS, PIRS and other RCMP computer applications are required.
- Familiarity with RCMP policies and procedures on safe handling and storage of firearms, drugs, and hazardous materials would be an asset.
- Basic working knowledge of vehicle mechanical and electrical systems would be an asset.
- General knowledge of Moncton area vehicle dealerships, repair facilities and cleaning companies would be an asset.
- Incumbent must use good judgement along with following the policies and procedures in the RCMP policy manuals. The consequences are of a major factor in the event there are errors made, for example, court cases may be lost and there may be a loss to the Force in the event articles are lost or damaged and a claim is presented by the owner for recovery of those articles.
- Incumbent in this position will be required to work with hazardous exhibits such as the handling of firearms, chemicals, illicit drugs, blood and other bodily fluids.
- There is a liability concerning vehicle maintenance attached to the position, therefore, it is necessary to ensure the police vehicles are maintained and repaired as required to ensure the safety of the members and the general public.

CONTACT:

- Contact is necessary with all members of the Codiac Regional RCMP, City of Moncton, Town of Dieppe, Town of Riverview employees, Province of New Brunswick Firearms Officers, Health and Welfare Canada, vehicle repair facilities, owners and managers, and the general public.

SUPERVISION:

- No supervision is required within this position.

CONDITIONS OF WORK:

- The working conditions are in concurrence with the CHEA/PSAC Local 60200. Collective Agreement. Subject to change due to operational requirements (example: 4 days on / 4 days off). This position is based on a thirty-five (35) hour workweek.
- Work is carried out in an office warehouse environment. There are many interruptions.
- Hazards would include the handling of Hazardous materials ie: chemicals, gasoline containers and products, explosives, blood soaked articles and other bodily fluids, illicit drugs and paraphernalia, firearms and various types of ammunition.
- The physical effort for this position includes standing for long periods of time, lifting of light to heavy objects, continuous use of computer terminals.

ADDITIONAL COMMENTS:

- The incumbent must be prepared to undergo character and background investigations of self, spouse and immediate family. This is required prior to the necessary level of security clearance being granted for this position.
- This level of security must be maintained throughout the duration of employment in this position.
- Since the work is of a confidential nature, the incumbent must be prepared to undertake an Oath or Affirmation of Secrecy.