



Quartermaster (Full-Time)

Upper Merion Township, located in King of Prussia, PA, is looking for an experienced, organized and highly motivated. The **Quartermaster** position is responsible for the ordering, maintaining, cataloging, and dispensing of supplies, equipment, and uniforms for the entire department. The **Quartermaster** is also responsible for scheduling proper vehicle maintenance for the department fleet in a timely manner to ensure vehicle safety.

The **Quartermaster** will be responsible for (including, but not limited to):

- Checks vehicle log and daily log to determine status of malfunctioning equipment.
- Works in conjunction with the Township vehicle maintenance shop to schedule appointments for preventative maintenance and/or repairs under warranty. Removes all items from patrol vehicles, including weapons, prior to vehicle service. Delivers and returns vehicles from their destinations.
- Ensures preventive maintenance service is performed on department vehicles according to schedule; and updated records of vehicle maintenance and recalls. Ensures all vehicles are properly registered and insured.
- Orders supplies, equipment, and uniforms for the department. Responsible for researching prices and obtaining estimates for new equipment and services. Primary contact for outside vendors and other township departments for supplies, equipment, and uniform ordering and invoicing.
- Stores, catalogues, and issues supplies, equipment, and uniforms to Police personnel. Orders and stocks all supplies for the department kitchen.
- Conducts a monthly audit of vehicle equipment and documents outcome of audit on software system provided. Responsible for repairs of police equipment such as flashlights, helmets, and other equipment issued to officers and or the fleet; ensures all oxygen bottles and fire extinguishers are properly filled, maintained, and annually certified.
- Submits all invoices for purchases for the department to Accounts Payable in a timely manner. Assigns appropriate account information to each invoice received.
- Maintains accurate record of purchases and ensures expenditures are within the approved annual capital and operating budget.
- Reconciles and monitors balance of department credit card.
- Applies for and monitors grant funding for body armor replacement.
- Returns all DL640 request and confiscated license plates to the proper Department of Transportation location.
- Works in conjunction with the Administrative Sergeant for registration and travel arrangements for officer training.
- Formulates and prepares purchasing and maintenance budget information annually for Public Safety Director.
- Monitors police radio to offer assistance in the event of emergency.
- Assists Evidence Technician and/or Special Officers when needed.
- Maintains confidentiality of information and records.
- Perform multiple tasks simultaneously.
- Performs other duties as required.

Physical Characteristics:

- Bend, handle office implements and machinery, reach at all levels and sit continuously.
- Lift and carry up to 35 lbs., push and pull up to 60 lbs., bend, and reach at all levels occasionally.
- This position is occasionally subject to outdoor weather conditions and travel outside Upper Merion Township.

Minimum Education, Training, and Experience Required:

- High School graduate or GED equivalent.
- Valid Pennsylvania Driver's License.
- Knowledge and experience in handling firearms preferred.
- Proficient with in Microsoft Office products and general clerical functions.
- Ability to organize and prioritize work load efficiently.

Any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities to successfully perform the essential functions of the position may be considered.

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting:

[Application-UMT-Employment-DH-Update.pdf \(umtownship.org\)](#) and submit a **cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until the position is filled. **EOE**