

**CITY OF ESCANABA
PUBLIC SAFETY OFFICER**

The City of Escanaba is seeking qualified applicants for the position of Public Safety Officer.

General duties associated with this position include protection of life and property, firefighting, rescue, emergency aid, hazardous materials incident response, police patrol, investigation, traffic enforcement, and related law enforcement activities.

Applicants must have a high school diploma and must be MCOLES certified. Preference will be given to applicants with two or four year college degrees in law enforcement or related fields.

The starting salary is \$20.01/hour with a top rate of \$25.02/hour. Residency within 20 miles of the Escanaba corporate limits is required. A copy of the full job description is available on the City's website at www.escanaba.org. Resumes can be mailed to City of Escanaba, Attn: Human Resource Manager, P. O. Box 948, Escanaba, MI 49829 or e-mailed to hr@escanaba.org. Applications will be accepted through February 1, 2010.

The City of Escanaba is an
Equal Opportunity Employer
M/F

**PUBLIC SAFETY OFFICER
PUBLIC SAFETY**

JOB DESCRIPTION

Class Title: Public Safety Officer
Department: Public Safety
Union: Public Safety
Date: January 1997

SUMMARY

Protects life and property by performing firefighting, rescue, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities. Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of a Public Safety Sergeant, Lieutenant or Senior Officer.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform).

Works on fixed or permanent shifts performing security patrols, traffic control, accident investigation, basic first aid, crime detection/prevention, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for dispatch on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

PUBLIC SAFETY OFFICER
PAGE 2

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's reports of investigation, field interrogation report, alcohol influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented Public Safety work, and assists citizens with such matters as stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with Public Safety supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about department activities.

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks, operation extrication tools and equipment, forcible entry tools, chainsaw, roof saw, air tools, and related emergency equipment.

PUBLIC SAFETY OFFICER

Performs emergency aid activities including administering basic first aid and providing other assistance as required.

Attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs, washes, hangs, and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, security, and fire prevention topics.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, fire officials and other City officials in the performance of Public Safety activities.

Assists in department supervisory and administrative activities as assigned.

DESIRED MINIMUM QUALIFICATIONS

Must be 18 years or older at the time of employment.

Must possess, or be able to obtain by time of hire, a valid State driver's license.

Must be MLEOTC certified or certifiable at time of hire and/or MFFTC Fire Fighter I and II level.

Successful passing of a drug test and psychological evaluation.

Felony convictions and disqualifying criminal histories within the past seven years are not allowed.

U.S. citizen.

Must be able to read and write the English language.

Must be of good moral character and of temperate and industrious habits.

High school diploma or equivalent.

Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Ability to learn the applicable laws, ordinances, and department rules and regulations.

Ability to perform work requiring good physical condition.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to follow verbal and written instructions.

Ability to learn the City's geography.

Working knowledge of driver safety.

Working knowledge of first aid.

Ability to learn the operation of fire suppression and other emergency equipment.

Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.

Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

PUBLIC SAFETY OFFICER

PAGE 5

Ability to act effectively in emergency and stressful situations.

SPECIAL REQUIREMENTS

Ability to meet department's physical standards.

SELECTION GUIDELINES

Formal application, review of education and experience, written and physical agility test, drug test, oral interview, background investigation, psychological examination, final selection.

Must be able to pass medical exam and the department's physical agility test.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, handcuffs, intoxalyer, chemical weapons, preliminary breath tester, data master breath test, computer terminal, and camera.

Rescue unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, personal computer, phone, SCBA, turnout gear, measuring devices, office equipment, and related equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear.

The employee is frequently required to stand, walk, use hands to finger/handle/feel objects, tools, or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, squat, taste or smell. The employee is occasionally required to arrest, detain, and/or control hostile or combative individuals.

The employee must occasionally lift and/or move more than 100 pounds and frequently lift and/or carry objects that weight up to 75 pounds.

Frequent driving of patrol vehicles and variety of emergency vehicles.

Ability to communicate orally and in a clear manner.

Ability to distinguish sounds at various frequencies and volume.

PUBLIC SAFETY OFFICER

PAGE 6

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, distinguish people and objects at varied distances under a variety of light conditions.

WORK ENVIRONMENT

While performing the duties of this job the employee frequently works in outside weather conditions, works near moving mechanical parts, in high/precarious places, with explosives and in wet and/or humid conditions, near fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.