

PUBLIC SAFETY OFFICER

Position Code: 1540
WC Code: 7720
FLSA Status: Non-Exempt
Pay Grade: 345
Location: Police
Approval Date: 2013

General Statement of Duties

Performs responsible protective service work which contributes to the social and economic well being of the community while working in partnership with the citizens to keep Mooresville a safe place to live and work.

Distinguishing Features of the Class

An employee in class patrols a designated area of the Town providing a visible sense of security to citizens, monitoring and enforcing civil infractions, and building public confidence in their safety and security. Work involves walking an assigned geographical area, monitoring a sporting or recreation event, directing traffic at a school crossing or other event, carrying deposits to Town Hall or to financial institutions, observing and enforcing the Towns municipal infraction ordinances, and building positive relationships with citizens. Employees are subject to hazards associated with protective service work including working in both inside and outside environment, in extreme hot and cold weather. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and adherence to departmental procedures and proper judgment.

Duties and Responsibilities

Communicating with pedestrians, business persons, visitors, patrons and children.

Observing and enforcing municipal infractions.

Directing traffic at school crossings or other events.

Monitoring and responding to concerns of improper behavior in assigned area or sporting/recreation events.

Receiving direction and communicating needs by radio or cell phone to the police department.

Providing escort to Town employees and carrying deposits to financial institutions.

Visiting store owners/workers providing crime prevention information, responding to concerns and building positive relationships.

Completes police reports relevant to found property, vandalism/damage to property, breaking and entering, missing persons, runaways, auto larceny.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

General knowledge of practices concerning the protection of buildings and grounds.

Ability to understand and follow oral and written instructions;

Ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention;

Ability to think and act quickly, effectively and responsibly under emergency situations.

Ability to establish and maintain effective working relationships with co-workers, supervisors and general public.

Ability to pass a thorough background investigation with no felony or serious misdemeanor convictions.

Physical Requirements

Must be able to physically perform the basic life operational function of standing, walking running, jumping, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 150 pounds of force occasionally; 20 pounds frequently, and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things on patrol and prepare and maintain records.

Minimum Experience and Education

High School Diploma or GED and three years of security or law enforcement experience; or equivalent combination of education and experience.

Special Requirements

Must be at least 18 years old and a United States citizens; possession of a valid North Carolina driver's license.