



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Public Safety Officer
DEPARTMENT/DIVISION: Police
REPORTS TO: Varies

SUMMARY: Responsible for coordinating fleet and equipment maintenance and inventory for the police department. Under general supervision, performs various duties supporting patrol operations, as well as field support for transporting vehicles and abandoned property.

ESSENTIAL JOB FUNCTIONS:

- Transports vehicles and equipment to proper locations for use in the field, or for repair and maintenance
- Picks up supplies from vendors or other city departments and distributes as necessary
- Manages or creates information for maps or guides as necessary for Patrol operations
- Operates desktop PC, in car mobile computer, mobile and portable police radio, telephone and other office equipment as needed
- Performs duties in the field at the direction of a patrol supervisor as deemed appropriate for special events, incidents, or disasters.
- Performs parking enforcement related duties as directed by their supervisor
- Answers non-emergency calls for service that do not require police officer authority and where the suspect is no longer on scene and the possibility for confrontation is minimal, as directed by a patrol supervisor
- Assists at the scene of traffic accidents with crowd control, blocking or diverting traffic as directed by officers on scene, and completing impounds
- Collects, handles, and inputs property/evidence related to calls for service
- Records and maintains appropriate field reports
- Investigates abandoned vehicles when deemed a hazard, as approved by a sworn peace officer or supervisor.
- Attends roll call briefings and administrative meetings
- Responds to requests and inquiries from the general public
- Purchases materials, supplies, equipment as necessary

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safe work methods;
- Knowledge of MS Office Suite
- Skilled in providing customer service;
- Skilled in communicating effectively with a variety of individuals
- Skilled in oral and written communication
- Ability to be detail oriented with good organizational skills
- Ability to solve problems and establish priorities

- Ability to meet deadlines and follow direction
- Ability to work according to established policies and guidelines
- Ability to lift and carry supplies and equipment
- Ability to use close vision, distance vision, color vision, peripheral vision and to adjust vision focus.

MINIMUM QUALIFICIATIONS:

- High School Diploma or GED
- 2 years of administrative work experience
- Possess a valid Class C Texas Drivers License

PREFERENCES:

- None.

WORKING CONDITIONS:

- The employee is required to work outside with exposure to the elements, fumes and/or outdoor particles.
- The employee is frequently required to lift, drive, use hands and reach with hands and arms.
- While performing the duties of this job, the employee is regularly required to lift heavy items (up to 50 lbs), stand, walk, speak clearly, listen attentively, and occasionally speak/hear over the sound of traffic.
- May be required to work 12 hour shifts including weekends and holidays.

CONDITIONS OF EMPLOYMENT:

- Pass a pre-employment drug screening
- Pass a pre-employment physical exam
- Pass a background check and criminal history investigation
- Pass a pre-employment polygraph examination
- Pass a motor vehicle records check
- Be insurable under the City's vehicle liability policy
- Work subject to recall and overtime as required