

# Public Safety Officer

## Job Description-City of Heath

**Job No.** 405

**EEOC Category:** Protective Service  
Workers

**FLSA:** Nonexempt

**Pay Group:** PS1

### **OBJECTIVE**

To protect the city's residents and property by providing police, fire, and emergency medical services. This position responds to emergency calls, renders aid, investigates incidents, and completes administrative and incident reports.

### **ORGANIZATIONAL RELATIONSHIPS**

1. *Reports to:* Public Safety Sergeant.
2. *Directs:* This is a non-supervisory position.
3. *Other:* Has frequent contact with other public safety department employees, other public safety agencies, related agencies and organizations, schools, youth, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Responds to emergency calls and routine complaints and disturbances and takes necessary action, including police protection, fire suppression, and emergency medical treatment.

Directs traffic, escorts traffic, operates traffic radar monitoring equipment, and issues traffic citations;

Investigates crime, traffic, fire, and emergency medical incidents;

Questions witnesses, serves warrants, and takes statements and complaints;

Keeps records of activities, prepares, submits and files reports related to criminal acts, fire prevention and suppression activities and medical related calls for service;;

Attends training to improve job performance and meet certification requirements;

Patrols an assigned area by vehicle, alone or as a two-person team;

Approaches suspects of illegal activity; pursues and, if required, exerts the force necessary to apprehend, detain, or control the suspect for the purpose of making an arrest or maintaining law and order;

Appears and testifies in court as required;

*\*For the purpose of the Americans with Disabilities Act (ADA)*

JOB NO. 405 (Continued)

Shares information and works with other public safety agencies as directed and appropriate;

Prepares and presents educational programs, for example: Personal, and Fire Safety;

Cleans and maintains vehicles, apparatus, equipment, and station;

Provides assistance and guidance to new recruits;

Maintains medical supply inventory; and

Fosters positive public safety department-community relations.

Other Important Duties

May operate video camera and recorder and/or intoxilyzer; and

Performs other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*Knowledge:*

- **Public Safety and Security:** rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- **Fire Sciences and Equipment:** fire suppression procedures and techniques, including incident stabilization and mitigation, safe operation of hand and mechanical tools and of large vehicles, hose and ladder operation, salvage and overhaul, fire stream development, and fire ventilation, rescue, and inspections.
- **Emergency Medical Treatment:** principles, processes, and techniques of assessing and rendering aid.
- **Office Software:** current word processing, presentation, spreadsheet, and database programs used by the City.
- **Law and Government:** laws, penal codes, court procedures, precedents, government regulations, and the democratic political process.
- **Traffic Safety:** basic traffic safety laws.

*Skill/Ability:*

- **Goal-oriented Crisis Communication:** effectively structuring questioning, answering, and listening interactions with people to determine their needs in urgent situations.
- **Mechanical/Technical:** safe operation of diverse equipment, including vehicles, computers, weapons, radios, mapping systems, copiers, fax machines, calculators, cameras, and scanners.
- **Cooperation:** establishing and maintaining positive working relationships with those contacted in the course of work.

*This job description does not take into account potential reasonable accommodations.*

## JOB NO. 405 (Continued)

- **Maintain Current Knowledge:** reading, analyzing, and interpreting professional journals, technical procedures, or governmental regulations.
- **Public Speaking**
- **Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- **Inductive Reasoning:** combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- **Judgment and Decision-making:** weighing the relative costs and benefits of a potential action.
- **Negotiation:** bringing others together to reconcile differences.

### *Physical Abilities:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **constantly** is required to drive a vehicle, lift up to 25 pounds, listen, see, sit, stand, walk, and talk. The employee **frequently** is required to balance and carry. The employee **occasionally** is required to climb, crawl, kneel, and lift up to 100 pounds. **Rarely**, the employee is required to run.

### ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and 45 hours of college coursework;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### CERTIFICATES AND LICENSES REQUIRED

- Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
- Basic Firefighter and Driver/Operator certificate from the Texas Fire Commission
- Basic Emergency Medical Technician certificate from the Texas Department of Health Services
- Valid Class B Texas driver's license
- Required certificates and licenses (once obtained) must be maintained throughout the course of employment.

*This job description does not take into account potential reasonable accommodations.*

JOB NO. 405 (*Continued*)

**WORKING ENVIRONMENT**

The person performing the duties of the Public Safety Officer may encounter the following working conditions: blood-borne pathogens, confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, improper illumination, noise, responsibility for the safety of others, toxic or caustic materials, or violence.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

*Revised: 07/25/07*

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