



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**LEAD PUBLIC SAFETY  
DISPATCHER**

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** GPPA  
**Salary Grade:** 310

**CLASS SUMMARY:**

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

**Training and Experience** (positions in this class require):

**Licensing Requirements** (positions in this class require):

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**Knowledge** (positions in this class require):

Knowledge of:

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- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

**Skills** (positions in this class require):

Skill in:

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- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally and/or a up to 10 pounds of force frequently or frequently, and/or a negligible amount of force constantly to move objects. Light Work may involve the use of arm and/or leg controls requiring exertion of forces greater than that for Sedentary Work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council \_\_\_\_\_, Resolution No.  
Revised