



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

**PUBLIC SAFETY  
LIEUTENANT**

**FLSA Status:** Exempt  
**Bargaining Unit:** C-Supervisory  
**Salary Grade:** Public Safety Lieutenant

**CLASS SUMMARY:**

The Public Safety Lieutenant is a Public Safety Sworn Stand Alone Class. Incumbents directly plan, schedule and supervise the Traffic Team and Community Service Officers. May indirectly supervise other employees in fire, prevention, support, and patrol. Assists in the investigation of crimes; resolution of individual, neighborhood or community problems; protection of life and property; enforcement of laws and ordinances. Assists with Internal Affairs investigations, completes research projects, drafts new municipal code sections, handles citizen complaints, provides informational presentations to City Council and the public, and drafts policies and procedures for review and adoption by the Department. Acts as the public information officer, prepares documents for the bid process and performs other administrative functions as necessary.

Incumbents perform the full range of supervisory duties including directing work, training and coaching, performance evaluations and discipline.

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

- Supervises the activities of the Community Service Officer program including supervision of personnel, handling customer complaints, scheduling and work assignments.
- Supervises the activities of the sworn officers and corporal assigned to the Traffic Team including supervision of personnel, handling customer complaints, scheduling and work assignments.
- Writes RFP/RFQ/Bids for assigned projects, determines the tasks/equipment required, define criteria to evaluate bid responses, recommends decision, negotiates and writes contract, monitors activity of contracted employees and provides progress reports to Chief.
- Solves problems by investigating new technologies and/or new solutions, evaluates and recommends solutions and assures implementation of the solution, writes proposals and makes presentations.
- Identifies needed modifications to the municipal code, drafts new municipal codes or modifies existing codes, provides presentations to City Council and the public regarding code modifications, and assures correct implementation of new codes.
- Performs any or all functions of a police officer, traffic team member or community service officer.
- Performs other duties of a similar nature or level.

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

A Bachelor's Degree in a related field and six years of related experience including three years of supervisory experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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

- Oregon Driver's License – Class C
- Oregon Police Officer Certificate
- Oregon Police Supervisory Certificate within 1 year of appointment

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

Knowledge of:

- Police and fire administration principles and practices, and operational techniques;
- Supervisory techniques and disciplinary procedures;
- Emergency management;
- Applicable City policies and ordinances;
- Applicable Federal, State, and local laws, rules, and regulations.

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

Skill in:

- Supervision of staff;
- Use of investigative equipment and firearms;
- Use of a computer and related software applications such as word processing, Excel and Power Point;
- Public speaking, media relations and presentations;
- Research for completion of projects, municipal code modifications, and RFP/RFQ/Bid packages.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, sitting pushing, pulling, grasping, talking, hearing, seeing, fingering and repetitive motion.

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

Incumbents are required to successfully pass an annual physical agility examination.

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 June 17, 2009

Resolution No. 5533

Updated December 28, 2011