



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

PUBLIC SAFETY SERGEANT

FLSA Status: Non-Exempt
Bargaining Unit: C-Supervisory
Salary Grade: PS Sergeant

CLASS SUMMARY:

The Public Safety Sergeant is a Public Safety Sworn Stand Alone class. Based upon assignment, incumbents may have supervisory responsibilities related to patrol shifts, criminal investigators, and/or enforcement of fire codes, or non-supervisory responsibilities in administrative support. Patrol related duties include responding to and supervising response to calls for services, investigating complaints, and writing and approving reports. Investigation related duties include reading reports to determine follow-up required, making case assignments, conducting investigations, and responding to requests from outside agencies. Fire Marshal related duties include making water access and supply recommendations related to building plans, providing onsite information to construction professionals, and managing continuing education requirements. Administrative duties include writing and evaluating bid documents, recommending process improvements, and managing public information and media relations.

With the exception of an administrative assignment, incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

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

- Based upon assignment, writes and evaluates bid documents and negotiates and manages contracts; and/or determines necessary investigation follow-up; and/or manages shifts including responding to police and fire emergency calls for service; and/or provides input regarding construction development including onsite detail information for developers, engineers and architects regarding water supply and access; or based upon assignment, supervises staff as assigned including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Based upon assignment, investigates new technologies and makes presentation for implementation, and/or determines needs related to internal and other agency-requested case assignments and participates in investigations.
- Participates with other Officers performing public safety duties such as responding to and investigating criminal acts, conducting arrests, assisting with traffic management, and supervising and assuming command of crime scenes.
- Attends department meetings, scheduling events, inter-department criminal information and technologies sharing events.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

An Associate's Degree in a related field and five years of directly related experience are required; three years of supervisory related experience is preferred.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
- Advanced Police Certificate may be required
- Police Supervisory Certificate within one year of appointment
- Annual passage of physical agility examination

Knowledge (positions in this class require):

Knowledge of:

- Police procedures and records research;
- Criminal justice system and court procedures;
- Investigative techniques and technologies and/or development code/building construction;
- Police and criminal justice related software programs;
- Applicable City policies and ordinances;
- Applicable Federal, State, and local laws, rules, and regulations.

Skills (positions in this class require):

Skill in:

- Research and investigation ;
- Interview/interrogation skills;
- Crime scene processing;
- Firearms proficiency;
- Supervising staff;
- Using a computer and related software applications;
- 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: climbing, balancing, stooping kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, walking, talking, hearing, and seeing, fingering and repetitive motion.

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 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 July 2, 2008, Resolution No. 5379