

CITY OF OAKWOOD
An Equal Opportunity Employer
Position Description

Class Title: Public Safety Officer

Department./Div:	Public Safety	Reports To:	Lieutenant
Employment Status:	Full-Time	Supervises:	
FLSA Status:	Non-Exempt		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; completion of an Associate's degree program in law enforcement desired, but not required; must meet minimum age requirement.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Ohio Driver's License
Police OPOTA Certification
Level II Fire Fighter C-Card
EMT-B

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: modern fire fighting, police and EMS principles, practices, and equipment; federal, state, and local laws; geographical layout of the City; safety practices and procedures; general custodial and maintenance practices and equipment.

Skill in: operating/utilizing fire fighting, police and EMS tools and equipment; use of firearms; self-defense tactics; patrol car, medic and fire apparatus operation; use of radar/laser; computers; dealing with the public.

Ability to: communicate effectively; exercise sound judgment during stressful situations; follow detailed instructions; work independently or with others; perform heavy manual tasks for extended periods of time; lift and move up to 150 pounds or more; develop and maintain working relationships with co-workers, supervisors, other city employees and the general public; compile and prepare clear and concise written reports.

CITY OF OAKWOOD
An Equal Opportunity Employer
Position Description

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 10% (1) Responds to calls for emergency medical treatment and provides any and all services which an emergency medical technician is legally permitted to perform (cardiac monitoring, CPR, airway procedures, bandaging or splinting, etc.); operates rescue squad vehicle to respond to emergency medical situations.
- 5% (2) Responds to emergency calls and assists with the control and suppression of fires (makes openings in buildings for ventilation and entrance, cuts holes in roofs and floors when necessary, lays hose and operates pumping engines to ensure proper pressure, rescues persons trapped in burning buildings, participates in salvage work, operates engines, trucks, and other equipment); also responds to non-emergency calls and emergency police calls.
- 10% (3) Maintains departmental tools and equipment; assists with maintaining the cleanliness and orderliness of the fire station (sweeps floors, washes windows, cuts grass, shovels snow, paints, etc.); assists with minor vehicle maintenance.
- 20% (4) Performs a variety of other assignments to assist with the efficient operation of the department (fills in for dispatchers, may assist with the instruction of others, checks fire hydrants for their operation and condition, conducts public tours of the fire station, makes presentations to service groups and clubs, helps inventory supplies and equipment, compiles departmental statistics, prepares meals for shift, etc.); performs any and all other duties as directed or assigned by any person acting on behalf of or in the place of the Chief, which in the opinion of the Chief or such other person, are necessary to be performed in order to promote, further, or ensure the effective and efficient operation of the department.
- 5% (5) Participates in training drills and studies materials in order to enhance skills and improve response readiness; maintains required licensure and certification.
- 50% (6) Completes daily police patrol involving traffic enforcement; citizen calls for service; routine patrols (cruiser, foot, bike) in residential and commercial sectors.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, OH 43017

Date Adopted:
Date Revised:

CITY OF OAKWOOD
An Equal Opportunity Employer
Position Description

- 16. Works in or around crowds.
- 17. Has contact with potentially violent or emotionally distraught persons.
- 18. Has exposure to potentially vicious animals.
- 19. Has exposure to life threatening situations.
- 20. Has exposure to fire.
- 21. Has exposure to hot, cold, wet, humid, or windy weather conditions.
- 22. Has exposure to extreme non-weather related heat or cold.
- 23. Has exposure to hazardous driving conditions.
- 24. Has exposure to shaking objects or surfaces.
- 25. Has exposure to second-hand smoke.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)