

**CITY OF ESCANABA  
PUBLIC SAFETY OFFICER**

The City of Escanaba is seeking qualified applicants **to establish an eligibility list** for the position of Public Safety Officer. General duties include protection of life and property, firefighting, rescue, emergency aid, hazardous materials incident response, police patrol, investigation, traffic enforcement, and related law enforcement activities.

Applicants must have a high school diploma and must be MCOLES certified or certifiable, or currently enrolled in a police academy. Preference will be given to applicants with two or four year college degrees in Law Enforcement or related fields.

The starting salary is **\$22.77**/hour. Residency within 20 miles of the Escanaba corporate limits is required. A copy of the full job description is available on the City's website at <http://www.escanaba.org/jobopenings>. Qualified candidates should submit a resume via email to [hr@escanaba.org](mailto:hr@escanaba.org). Applications will be accepted through May 18, 2018 at 4:00 P.M.

The City of Escanaba is an Equal Opportunity Employer

**CITY OF ESCANABA  
PUBLIC SAFETY OFFICER (PSO)  
JOB DESCRIPTION**

**Class Title:** Public Safety Officer

**Department:** Public Safety

**Union:** Teamster Local #406, PSO Dispatch Bargaining Unit

**Revision Date:** October 3, 2014

**SUMMARY**

Protects life and property through enforcement of laws, firefighting and prevention, rescue, emergency aid, police patrol, investigations, traffic control, and related activities.

**SUPERVISION RECEIVED**

Works under the general supervision of a Public Safety Sergeant, Lieutenant, or Senior Officer.

**SUPERVISION EXERCISED**

This position does not regularly supervise.

**ESSENTIAL FUNCTIONS**

The following essential functions are examples of work performed by a person in this position; the foregoing is NOT all-inclusive:

- 1.) Carry out law enforcement and firefighting duties in conformance with Federal, State, County, and City laws and ordinances.
- 2.) Patrol City streets, parks, commercial, and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent, detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.
- 3.) Respond to, and take appropriate action with respect to, accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and other matters which come before the Department.
- 4.) Investigate law violations, including obtaining evidence, compiling cases, preparing cases for filing of charges, testifying in court, interviewing witnesses, suspects and victims, and performing searches in accordance with applicable laws and policies.
- 5.) Accurately prepare reports, records, and forms in a timely fashion.
- 6.) Perform community oriented police work by assisting citizens with such matters as stalled vehicles, crime prevention, drug abuse education (DARE), traffic safety, etc.  
Interface with other City departments and outside agencies, including the City Attorney, Courts, and Prosecutor.
- 7.) Represent and uphold the image of the City of Escanaba and the Department at community events, social functions, and in other venues.
- 8.) Presents programs to the community on safety, security, and fire prevention topics.
- 9.) Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, containment and extinguishment tasks, operate extrication tools and equipment, forcible entry tools and all related gear.
- 10.) Administer basic first aid and provide related assistance.
- 11.) Attend training classes in accordance with assignments and certification requirements.

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- 12.) Perform general maintenance and light repairs on facilities and equipment, including cleaning and washing of walls and floors, care for grounds, washing, hanging, and drying hose, wash, clean, polish, maintain, and test apparatus and equipment.

### **PERIPHERAL DUTIES**

Special assignments.

### **MINIMUM QUALIFICATIONS**

- 1.) Must be 21 years of age and possess a high school diploma. Preference is given to individuals who possess a two or four year degree in Law Enforcement or related field.
- 2.) Must communicate proficiently in the English language, both orally and writing.
- 3.) Residency within 20 radius miles of the Escanaba City Limits.
- 4.) Valid, active, Michigan driver's license.
- 5.) MCOLES certification required.
- 6.) Firefighter I and II certifications must be accomplished before the end of the probationary period.
- 7.) Must be physically, mentally, and emotionally fit to perform all duties contained herein. New hires are required to pass a pre-employment background examination and fitness for duty evaluation.
- 8.) U.S. Citizenship is required.
- 9.) Must be of good moral character.

### **SELECTION GUIDELINES**

Selection is based on the strength of education, experience, aptitude test results, personal interviews, and character assessment.

### **TOOLS AND EQUIPMENT USED**

Car, police radio, radar gun, handgun, rifle, other weapons, handcuffs, Taser, breathalyzer, computer, camera, rescue truck, fire apparatus, pumps, hoses, other firefighting equipment, ladders, first aid supplies, phone, SCBA, turnout gear, measuring devices, and office equipment.

### **PHYSICAL DEMANDS**

The employee is frequently required to sit, stand, talk, see, hear, walk, use hands and fingers reach, climb, balance, stoop, kneel, crouch, crawl, squat, taste, or smell. Employees are frequently required to arrest, detain, and/or control hostile or combative individuals, must be able to lift and/or move more than 100 pounds, and carry objects that weight up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus, distinguish people and objects at varied distances under a variety of light conditions.

### **WORK ENVIRONMENT**

Work is performed indoors and outdoors and all weather conditions. Work is also performed in high or precarious places. There is frequent exposure to extremes of moisture, cold and heat, in addition to moving mechanical parts, flames, airborne particles, toxic or caustic chemicals, and vibration. The noise level can vary from moderate to loud.

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**DECLARATIONS**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or logical.

This job description does not constitute an offer of employment and does not constitute an employment agreement.

This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**THE CITY OF ESCANABA IS AN EQUAL OPPORTUNITY EMPLOYER**