

# PUBLIC SAFETY OFFICER

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Position Code: 1540  
WC Code: 7720  
FLSA Status: Non-Exempt  
Pay Grade: 348  
Location: Police  
Approval Date: 2023

## **General Statement of Duties**

Performs responsible protective service work which contributes to the social and economic well being of the community while working in partnership with the citizens to keep Mooresville a safe place to live and work.

## **Distinguishing Features of the Class**

An employee in class patrols a designated area of the Town providing a visible sense of security to citizens, monitoring and enforcing civil infractions, and building public confidence in their safety and security. Work involves walking an assigned geographical area, monitoring a sporting or recreation event, directing traffic at a school crossing or other event, carrying deposits to Town Hall or to financial institutions, observing and enforcing the Towns municipal infraction ordinances, and building positive relationships with citizens. Employees are subject to hazards associated with protective service work including working in both inside and outside environment, in extreme hot and cold weather. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and adherence to departmental procedures and proper judgment.

## **Duties and Responsibilities**

Communicating with pedestrians, business persons, visitors, patrons and children.

Observing and enforcing municipal infractions.

Directing traffic at school crossings or other events.

Monitoring and responding to concerns of improper behavior in assigned area or sporting/recreation events.

Receiving direction and communicating needs by radio or cell phone to the police department.

Providing escort to Town employees and carrying deposits to financial institutions.

Visiting store owners/workers providing crime prevention information, responding to concerns and building positive relationships.

Completes police reports relevant to found property, vandalism/damage to property, breaking and entering, missing persons, runaways, auto larceny.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

General knowledge of practices concerning the protection of buildings and grounds.

Ability to understand and follow oral and written instructions;

Ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention;

Ability to think and act quickly, effectively and responsibly under emergency situations.

Ability to establish and maintain effective working relationships with co-workers, supervisors and general public.

Ability to pass a thorough background investigation with no felony or serious misdemeanor convictions.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, talk, hear, run, jump, push, pull, crawl, and perform repetitive motions. Hand and finger dexterity is needed to operate computer terminals and equipment.

Must be able to perform 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. Lifts and carries equipment and/or materials (up to 25 pounds) to perform assignments.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things on patrol and prepare and maintain records.

### **Minimum Experience and Education**

High School Diploma or GED and three years of security or law enforcement experience; or equivalent combination of education and experience.

## **Special Requirements**

Must be at least 18 years old and a United States citizens; possession of a valid North Carolina driver's license.