

CLASS TITLE: SUPERVISING PUBLIC PROPERTIES OFFICER

Class Code: 02186300

Pay Grade: 15G

EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assign and supervise the patrolling, protective and policing duties of subordinates in an assigned area which may include a building or group of buildings; to be responsible for the preservation of order and to protect persons, buildings and premises within the area against injury, damage, fire, theft and trespass; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the use of independent judgement; work is reviewed for conformance to laws, rules, regulations and/or instructions.

SUPERVISION EXERCISED: Assigns and closely supervises the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise the work of subordinates engaged in performing duties of a patrolling, protective and policing nature.

To plan necessary security measures for the protection of persons and property against injury, damage, fire, theft and trespass.

To investigate losses, damage to property and injury to persons and make reports thereon.

To assign and inspect patrol routes or areas of subordinates.

To be responsible for the preservation of law and order.

To set up and control traffic patterns and enforce parking regulations.

To go to the scene of an accident in the area, give first aid when necessary, protect bystanders and investigate cause of accident.

To check reports of subordinates.

To cooperate with the local police in the enforcement of the laws and regulations of the municipality in which the assigned area, buildings or premises are located.

To give directions and routine information to the public.

To keep records and make reports.

In emergencies, to relieve a Public Properties Officer.

To do related work as required

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, methods and responsibilities of patrolling, protective and police work as applied to the protection of life and property; a working knowledge of law enforcement problems and methods and the legal provisions and limitations respecting such work; a familiarity with first-aid treatment and techniques; the ability to think and act quickly in an emergency with judgement and discretion; the ability to assign and review the work of subordinates; the ability to deal firmly but courteously with the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a supervisory position involving responsibility for the protection of persons or property in a municipal or state police force, in a penal or

correctional institution, in military service, in a law enforcement agency or in any other public or private protective agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

Editorial Review: 3/15/03