



**CITY OF BERKLEY, MICHIGAN  
3338 Coolidge Hwy  
Berkley, MI 48072  
JOB POSTING**

## **PUBLIC SAFETY OFFICER**

Application deadline: January 15, 2018

The City of Berkley Public Safety Department is accepting applications for full time Public Safety Officers. Qualified applicants must be:

- MCOLES carried, or certifiable
- MFFTC FF 1 & 2 certified

Send a completed employment application, available on the city's website: [www.berkleymich.org](http://www.berkleymich.org), and cover letter to:

City of Berkley  
ATTN: Public Safety Department  
3338 Coolidge Highway  
Berkley, Michigan 48072

Contact Lt. Corey Miller with any questions:  
[cmiller@berkleypublicsafety.net](mailto:cmiller@berkleypublicsafety.net)

The City of Berkley is an Equal Opportunity Employer



## CITY OF BERKLEY JOB DESCRIPTION

### PUBLIC SAFETY OFFICER

**Supervised By:** Command Staff  
**Supervises:** No supervisory responsibility

#### **Position Summary:**

Under the supervision of the command staff, perform law enforcement, fire suppression and emergency response. Maintain order, regulate traffic, protect life and property, prevent crime and respond to emergency medical calls, fire incidences and accidents.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Patrol on foot, bicycle or in a radio equipped vehicle to prevent crime, protect life and property, and enforce motor vehicle operation and parking regulations.
2. Answer calls for assistance and restores order. Investigates reports of criminal activity.
3. Issue violation notices for parking, speeding, ordinance, and other violations or infractions, or arrests violators in accordance with applicable laws.
4. Assist in the apprehension of wanted persons. Guard prisoners and assumes responsibility for their safety and personal property while in custody.
5. Search for, collects and preserves evidence at crime scenes. Locates and interviews victims and witnesses. Identify suspects, obtains warrants and exercises powers of arrest. Prepares cases for court and testifies, as directed.
6. Respond to calls for emergency medical assistance. Assists patients using established procedures and assist ambulance personnel in accomplishing orderly and timely patient transport.
7. Respond to fire calls and functions as a professional fire fighter. Drive fire apparatus, operate pumps and equipment, lay hose and perform fire suppression tactics.

8. Participate in a wide variety of training classes and curriculum including fire suppression techniques, firearms, PPCT, emergency medical, hazardous materials and other functions.
9. Prepare and maintain reports of accidents, complaints, offenses, and other incidents. Attend court proceedings as necessary to testify regarding criminal investigations or traffic enforcement activities.
10. Assist in developing pre-emptive action plans. Inspect facilities to develop fire pre-plans, and assist in developing plans for emergency preparedness, hazardous communications and emergency response.
11. Perform general maintenance work in the upkeep of fire and police facilities, equipment, and grounds.
12. Coordinate activities and exchanges information with other law enforcement agencies and obtains advice from the City Attorney, Court Administrator and Prosecutor's Office regarding cases and procedures.
13. Perform related work as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associate's Degree with major coursework in criminal justice is preferred, but not required.
- Certification, or certifiable, as a Police Officer by the Michigan Commission on Law Enforcement Standards
- State of Michigan certification as a Firefighter II.
- State of Michigan certification as a Medical First Responder.
- Michigan Vehicle Operator's License.
- Knowledge of the principles, practices and techniques of modern law enforcement.
- Knowledge of the laws and regulations applicable in municipal police work and skill in enforcing them in routine and emergency situations.

- Knowledge of City ordinances and processes for achieving code compliance.
- Knowledge of the basic rules of evidence and other legal procedures applicable in the prosecution of crimes.
- Knowledge of modern fire fighting methods and techniques.
- Knowledge of geography, streets and facility locations within the City.
- Skill in the operation of police and fire vehicles and related apparatus.
- Ability to maintain poise and professionalism in stabilizing and treating emergency patients and accident victims.
- Ability to make sound, independent decisions when no assistance is available.
- Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, elected officials, community leaders, victims, detainees and other professionals.
- Ability to react calmly to police, fire and other emergency situations and to follow standard procedures.
- Ability to work effectively under stress in emergency and confrontational situations.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to obtain licensure in the use of a Breathalyzer.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement and firefighting situations. Physical demands, therefore, range from sitting in an office or vehicle to exercising the strength, mobility, dexterity and stamina associated with apprehending criminals and suppressing fires. The employee is regularly required to communicate with others in person and on the telephone or radio, use sight to

review documents and assess public safety scenes, and must regularly travel to other locations.

The employee may be exposed to outside weather conditions and, on fire scenes, may be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; vibration; and other highly dangerous situations. The noise level in the work environment can range from quiet in the office to very loud in the field.

*Revised: 5/ 5/17*