



**CITY OF CRETE
Community Service Officer**

Job Status: Non-Exempt; Full-time

Reports to: Support Division Leader

**Supervisory
Responsibilities: No**

- I. **General Description:** Perform and schedule maintenance on Police Department facilities, grounds, vehicles and equipment, regulate and control traffic, prepare and maintain accurate reports of the condition of nuisance properties, capture and transport animals running at large. Report to the Support Division Leader. Full-time, hourly position (subject to on-call and shift rotation status).
- II. **Essential Duties and Responsibilities include, but are not limited to:**
 - Effectively and safely operate a City vehicle (adhering to safe driving practices, watching for pedestrians/ other motor vehicles/road obstructions/non-motorized vehicles, obeying all traffic regulatory signs/devices/ laws, etc.). This includes operating passenger cars and/or pick-up trucks.
 - Effectively clean and maintain Department vehicles. (wash, vacuum, wipe surfaces, cleans seats, etc. on exterior, interior and storage compartment surfaces, fill gas tanks as needed, check service requirements, check emergency lights, horns, siren, check oil and other fluids, fill fluids, etc.) Report any deficiencies that require repair to the Support Division Leader.
 - Effectively schedule and document vehicle maintenance and repairs on Department vehicles and equipment (i.e., oil changes, tire replacement/repair, equipment repairs/maintenance, etc.)
 - Effectively clean and maintain Department facilities and grounds (i.e. wash, dust, vacuum, shampoo carpets, change light bulbs, maintain American flag, install/remove holiday lighting, cut grass, trim weeds, apply fertilizer, weed control and garden chemicals, collect and discard debris, remove snow/ice, change furnace/ ac filters, clean heat pumps, arrange training room furniture, etc.)
 - Effectively monitor and coordinate maintenance of the elevator, generator, sump pump, basement sewer valve and fire extinguishers. Report any deficiencies that require repair to the Support Division Leader.
 - Effectively assist police officers with less-hazardous duties (i.e. searching for lost children, directing traffic, etc.).
 - Effectively interact with citizens to identify and solve community problems (Gather pertinent information regarding these problems, list possible courses of action, select the most favorable course of action, develop a plan to execute the plan, present plan to the chain of command for approval, implement approved plan, evaluate implementation, etc.).
 - Effectively communicate with people, by giving information regarding City ordinances.
 - Effectively identify and address violations of the Municipal code (Mark tires of parked vehicles, issue parking tickets and warnings, identify nuisance properties, conduct investigations, issue required reports and forms, etc.).
 - Effectively locate, capture, and transport animals running at large to the Crete Veterinary Clinic. Work cooperatively with the Crete Veterinary Clinic and the Capital Humane Society to arrange the transfer of dogs and cats not claimed by their owners within five (5) days.

- Effectively operate, emplace and retrieve animal traps.
- Effectively present evidence and testimony in legal and/or administrative proceedings (i.e. nuisance hearings, trials, etc.)
- Effectively operate mobile and hand-held two-way radios (i.e. monitoring and responding to transmissions, manipulating radio controls while driving, etc.).
- Effectively answer the telephone, transfer calls, receive messages and assist visitors at the lobby window.
- Accurately complete all required records and reports.
- Effectively transport the Department's outgoing mail, packages or documents to the post office or other appropriate location.
- Accurately maintain daily time card information.
- Effectively respond to assignments from the Support Division Leader, Lieutenant, Chief of Police and the shift supervisor.

III. Essential Functions: *List of Essential Functions is a separate document for this position*

IV. Required Knowledge, Skills, and Abilities:

- Knowledge of City streets, business districts, and residential areas.
- Knowledge of all current traffic laws, and skill in ability in adhering to those laws while operating a motor vehicle.
- Ability to work with and manage people of all ages and backgrounds.
- Ability to communicate effectively orally and in writing, in diverse situations.
- Ability to effectively operate telephone and computer equipment, demonstrate proficiency and follow regulated procedures.
- Ability to develop and maintain legal, accurate records and reports.
- Ability to conduct analyses and make decisions.
- Ability to work outdoors in all types of weather conditions.
- Knowledge of working with and handling body fluids safely.
- Ability to concentrate on all responsibilities and duties when performing in environments and situations where multiple potential distractions and/or physical dangers exist.
- Ability to operate and emplace animal traps.
- Knowledge of light vehicle maintenance.
- Ability to work with little direct supervision.
- Ability to project professional and personal integrity, and develop and maintain positive community relations.

V. Necessary special requirements:

- Must speak, read and write fluently in the English language.
- Reside within 30 minutes of the City of Crete.

VI. Minimum Qualifications:

- Must be at least 19 years of age.
- Possess a Nebraska Driver's License
- Have a High School diploma or GED.

- Must successfully pass the TABE (Tests of Adult Basic Education).
- Must be legally authorized to work in the United States.

VII. Desirable Training & Experience:

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions, and who hold a valid Nebraska operator's license.

VIII. Working Conditions & Physical Effort:

This position has a Heavy Work Classification for the essential functions of this position, including lifting animals and moving furniture. Heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the position of the Community Service Officer, and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date