

Appendix Number 3

Title: Reserve Police Officer	Level: Volunteer
Department: Police	Last Revised: 12/04
Division: Patrol/Investigations	Effective Date: 12/04

GENERAL PURPOSE

Performs a variety of **technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens and visitors of Tremonton.

SUPERVISION RECEIVED

Works under the direct supervision of a Sergeant, the Chief of Police, Full-Time Officer or an FTO Officer while in training or on a case-by case basis.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Promotes and follows the City’s mission statement, values and expectations.

- **Investigation: Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; utilizes fingerprinting, photography and other specialized equipment in processing crime scenes; interviews and interrogates witnesses, victims and suspects; prepares all necessary reports.**

Manages and works investigative case load of major felony crimes; handles rape and homicide cases; Works closely with supervisor(s) in solving difficult cases; follows up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories , secures existing information on suspects, etc.; detects law violators, apprehends and makes arrests which may require strenuous physical activity to successfully complete.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Develops informative contacts and participates in covert operations; investigates and apprehends persons Suspected of illegal sale, purchase or use of narcotics; may examine prescriptions and pharmacy’s and physician’s records to ascertain legality of sale and distribution of narcotics; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

- **Patrol: Patrols all areas of Tremonton City in police vehicles, bicycles or on foot, including the city streets and businesses, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities.**

Responds to crimes in progress; secures, defuses and resolves high risk felony calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; performs case follow up and assists with investigation activities as assigned; detects law violators apprehends and makes arrests which may require strenuous physical activity to successfully complete; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I.'s, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county Jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.

Cleans and maintains assigned firearms and vehicles and other special equipment.

- **School Resource/Crime Prevention:** Plans, organizes, and implements various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations.

Develops program(s) unique to Elementary, Intermediate, Middle and High schools; focus on safety, drug awareness, alcohol (DUI), etc.; conducts lectures, workshops, classes or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth regarding law enforcement practices; demonstrates specialized equipment, explains efficiency and effectiveness of the same; may be designated as department D.A.R.E. officer to develop and implement drug abuse resistance program; attends school functions to monitor student activities.

Organizes and establishes neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts.

Performs departmental public relations functions; conducts tours of the department; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.

Participates as member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns; conducts periodic canine assisted drug searches.

Manages and works investigative case load of major felony and misdemeanor crimes; detects law violators apprehends and makes arrests which may require strenuous physical activity to successfully complete; works closely with supervisor(s) in solving difficult cases; follows up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracts criminal histories, secures existing information on suspects, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or High School Equivalent;
 - B. No experience necessary;

- C. Have Utah POST Police Officer Certification prior to hire date;
- D. Must be willing to commit a minimum of 16 hours per month to working with the Police Department.
- E. Must be willing to commit personal time and effort to maintain the required 40 hours of training per year.
- F. Must successfully pass the departments physical fitness test, background investigation, polygraph examination and/or psychological exam.

2. Knowledge, Skills, and Abilities

Considerable knowledge of Tremonton and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations.

Working knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Must be able to qualify in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; teach and communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications

- U.S. Citizen, 21 Years of age or older.
- Must be clear of a prior criminal record.
- Must possess a valid Utah State Driver's License.
- Must successfully pass the written, oral interview and physical fitness tests.
- Must successfully complete the department Field Training Officer Program.
- Must maintain firearm proficiency.
- Must maintain law enforcement certification by completing annual training requirements (40 hrs).
- Must possess Utah Police Officer certification.

4. Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Appendix Number 3

Title: Assistant Librarian

LEVEL A-1, A-2

Job Summary:

Provides assistance and guidance to library patrons by responding to reference questions; locates information sources; provides guidance regarding specific books and authors.

Assists in cataloging and classifying books.

Major Duties:

Coordinates exchange of books with other libraries. Assists at circulation desk. Provides service in the area of media production; performs routine preventative maintenance on media equipment. Assists director in the development of new plans and programs; assists in overdue book notification. Reads book reviews; recommends books and library materials for purchase. Performs library related computer work such as entering and retrieving data. In charge of story hour and summer reading. (This position may be split between two assistants.)

Supervision Received:

Works under general supervision of the Librarian.

Qualifications:

Graduation from high school and four (4) years of library science experience or any equivalent combination of education and experience.

Title: **Lunch Driver**

LEVEL A-1

Responsible to: Director Aging Program

Job Summary:

Perform duties as it relates to transporting and deliveries of meals and patrons of the City's senior program.

Supervision:

Works under the supervision of the Community Center/Senior Center Director.

Qualifications:

Drivers license of a class that allows transporting individuals and meals. Must be able to perform light to moderate physical activity. Work well with senior citizens.

Knowledge, Skills and Abilities:

Knowledge of hazards and safety precautions common to transporting patrons and meals.
Knowledge of the needs of seniors and available resources.

Title: **Part-Time Janitor**

LEVEL -A-1

Job Summary:

Provides daily cleaning service for the Civic Center and Library and weekly cleaning service for the Fire Department and Public Works Building. Daily work schedule is between the hours of 6:00 a.m. and 11:00 a.m. (twenty to twenty-four hours per week). Maintains all M.S.D.S. sheets, and secures all materials and instructions in a locked closet. Purchases cleaning supplies using the City's Purchase Order System. Order to be placed through the Accounts Payable Officer.

Daily responsibilities include:

Building:

Empty trash (all offices and halls)
Vacuum (all offices and halls)
Wash windows in doors
Sweep entryways as needed
Pick up trash near entries as needed
Empty outside ashtrays
Clean drinking fountain
Clean display case glass as needed

Kitchens:

Clean sinks and counters
Spot clean floor as needed

Restrooms:

Clean sinks
Wash Mirrors
Clean Toilets
Spot Clean floor as needed
Replenish soap and paper supplies

Conference Rooms:

Straighten chairs after meetings
Spot vacuum
Empty trash

Weekly Responsibilities include:

Vacuum conference rooms
Sweep and mop bathrooms and kitchens
Dust offices, halls, conference room, and entry ways within reach
Spot clean carpet as needed
Sweep out corners that vacuum can't reach
Remove finger prints from walls/glass/etc.
Spot vacuum
Empty trash

Monthly:

Sweep stairs

Quarterly:

Sweep basement

Semi Annual:

Clean light fixtures

Polish woodwork - including the paneling in the offices

Wash all windows

Dust cobwebs around ceilings, corners of the rooms and entries from ceiling to floor

Thoroughly clean display cases inside and out

Clean conference room chairs

Clean baseboards in Library

Public Works Building Cleaning Schedule:

Twice Weekly:

Empty trash cans

Sweep all floors (with dust mop)

Mop all floors (with mechanical mop)

Clean drinking fountain

Clean bathroom sinks

Clean bathroom mirrors

Clean bathroom toilets and urinal

Replenish hand soap & paper dispensers

Clean and mop break room area

Vacuum entry way rugs

Once Weekly:

Wash windows in entry ways

Dust all furniture and cobweb accumulating areas

Clean kitchen

Clean and vacuum conference room

Clean utility closet

Once Monthly:

Wash all windows

Wax floors in offices, bathrooms, kitchen & breakroom

Supervision Received:

Works under the general direction of the City manager and the City's Work Order System as it applies to janitorial duties for the specific buildings.

Supervision exercised:

Determines routine procedures and schedule of his/her work in the appropriate hours.

Qualification:

Ambitious, self-starter whose record reflects the trust that is given to be in and around public documents.

Physical effort - working condition:

Moderate to heavy lifting at times during all seasons and weather conditions.

Title: **School Crossing Guard**

LEVEL A-1

Job Summary:

Assist school children cross prescribed intersections within Tremonton City.

Major Duties:

The major duty of the school crossing guard will be assisting school children and any other person to cross certain designated intersections within Tremonton City. This will be accomplished by stopping vehicle traffic in a safe manner, then walking with the pedestrian across the street and always keeping alert to possible dangers to the pedestrians.

Supervision Received:

Works under the general supervision of the Chief of Police and Sergeant.

Supervision Exercised:

None.

Qualifications and Requirements:

Graduation from a standard high school or equivalent.

Physical Efforts and Working Conditions:

Position requires working in all kinds of weather. May be required to control pedestrians in an effort to prevent them from crossing street illegally.

Title: **Secretary - Assistant Director**

LEVEL A-1

Responsible to: Director Aging Program

Qualifications:

Two years education in aging field or four years experience in aging. Utah chauffeurs license.

Duties:

Responsible for all programs on Director's absence. Help to oversee and schedule programs and functions. Help supervise center staff. Responsible for staffing front desk and public relations in community. Write daily statistics report for Director if absent. Maintain files on all persons using facility and home delivery meal clients. Count monies. Drive center vehicles when necessary. Prepare and follow-up all requisitions and purchase orders for center programs. Pick up checks for center. Keep all activity files updated on a monthly basis providing Director with monthly activity and financial report by the 10th of the following month.

Title: **Assistant Cook**

LEVEL A-2

Responsible to: Cooking Supervisor

Qualifications:

Food handlers permit.

Duties:

Serve noon meal. Wash dishes. Clean food heaters and kitchen area daily. Other duties, connected with meals, as assigned by cooking supervisor. Occasional lifting of 25 pounds. Helps prepare food. 90% of time spent on feet.

Title: **Clerk I**

LEVEL A-2

Job Summary:

Performs clerical/secretarial duties as assigned. Helps maintain files and records associated with position. Assists the public in related matters. Other duties as assigned.

Supervision:

Works under the supervision of the Department Head.

Qualifications:

Graduation from high school.

Knowledge, Skills and Abilities:

Knowledge of general office practices and procedures. Skilled in use of office equipment and computers. Ability to follow instructions and use common sense. Be dependable and accurate. Ability to meet and deal with the public, learn assigned tasks readily and adhere to prescribed routine.

General Duties:

Provide clerical functions as assigned in an accurate and efficient manner. Functions may include Cash Receipting back-up, filing, typing reports, preparing graphs and charts, copying, mailings, answering telephone, etc.

Title: **Head Cook**

LEVEL A-2

Responsible to: Director Aging Program

Qualifications:

Two years experience in cooking for groups. Food handlers permit.

Duties:

Supervise and help in meal preparation. Report any needed supplies to front desk. Report any problems concerning the meals to the Director - do not discuss problems in front of seniors or staff. Serve meals giving equal portions to everyone. Other duties, connected with meals, as assigned by Director. Occasional lifting of 25 pounds. 90% of time spent on feet. Washing dishes.

Title: **Clerk II - Business Licensing**

LEVEL A-3

Job Summary:

Performs Business Licensing functions and other clerical/secretarial duties as assigned by the City Recorder. Helps maintain files and records associated with position. Assists the public in Business Licensing matters. Other duties as assigned.

Supervision:

Works under the supervision of the City Recorder.

Qualifications:

Graduation from high school.

Knowledge, Skills and Abilities:

Knowledge of general office practices and procedures. Skilled in use of office equipment and computers. Knowledge of City ordinances, policies and procedures as they relate to business licensing. Ability to work independently, make proper decisions, and use initiative and common sense. Ability to meet and deal with the public, learn assigned tasks readily and adhere to prescribed routine.

General Duties:

Receive signed Business License applications. Enter information into computer, print and mail licenses. Set up and maintain Business License files. Send out annual billing information. Assist public. Other duties as assigned.

Title: **Community Events Coordinator**

Level A-3

Job Summary:

Coordinate year round cultural activities, with special Park concerts in the spring and summer and Christmas / merchant events fall and winter.

Major Duties:

Calendar, schedule, book and advertize community cultural activities. Activities to include monthly concerts May - Sept and the children's Christmas parade in December. Together with long established events which may include: A) Memorial Day Celebration (May @ 9:00 a.m.), B) July 24th Celebration, C) City involvement in Box Elder County Fair and Parade and D) Community Talent nights.

Supervision Received:

Works under the general direction of the Recreation Director, providing a community Calendar update monthly to the City Council and Manager. Insuring compliance with all budgetary issues.

Supervision Exercised:

Directs all participants / volunteers and coordinates all arrangements with other City Departments.

Qualifications:

Graduation from a standard High School or equivalent.

Physical Efforts and Working Conditions:

Moderate to heavy lifting at times during all seasons and weather conditions.

TITLE: **Janitor (Seniors)**

LEVEL A-3

Responsible to: Director Aging Program

Duties:

Maintain cleanliness of center. Maintain grounds. Request maintenance supplies. Report to Director any maintenance or building problems. Set up tables and chairs for meals and special programs as per schedule. Locks up building after hours. Light lifting.

Title: **Animal Control/Nuisance Officer**

LEVEL B-1

Job Summary:

Maintains dog and stray animal facility. Patrols the city at regular intervals to pick up stray or unlicensed animals. Enforce nuisance, noxious weed and other city ordinances. Maintains pertinent records and submits monthly reports to the Chief of Police.

Major Duties:

Receives and provides for all stray, unlicensed, vicious, or otherwise undesirable animals. Maintains custodial facilities in a clean condition furnishing clean water and feeding animals at daily intervals, disposes of animals in accordance with established procedures. Patrols city at regular intervals to pick up stray, vicious, or unlicensed animals. Enforce city animal ordinances. Locate and identify property owners/renters that are in violation of city ordinances regarding noxious weeds or nuisances as defined in the city ordinances. Research and notify the owners/renter of said weed and nuisance violations, issue citations or summons for violations, and provide for the removal of weeds or nuisances as provided in city ordinances. Performs other duties as assigned by the Chief of Police or Sergeant.

Supervision Received:

Works under the general supervision of the Chief of Police and Sergeant.

Supervision Exercised:

None.

Qualification and Requirements:

Graduation from a standard senior high school or equivalent. State certification for administering euthanasia.

Knowledge, Skill and Abilities:

Knowledge of the animal control, noxious weed and nuisance ordinances, ability to work independently, make proper decisions, use initiative and common sense, ability to meet and deal with the public. Ability to provide for the humane care and euthanasia of animals.

Physical Efforts and Working Conditions:

Maintains pound in sanitary condition, captures animals which are occasionally of a vicious nature. Subject to occasional bites from animals. Subject to working in adverse weather

conditions.

Title: **Clerk III - Accounts Payable**

LEVEL B-1

Job Summary:

Performs Accounts Payable functions and other clerical/secretarial duties as assigned by the City Recorder. Helps maintain files and records associated with position. Assists the public in Accounts Payable matters. Other duties as assigned.

Supervision:

Works under the supervision of the City Recorder.

Qualifications:

Graduation from high school.

Knowledge, Skills and Abilities:

Knowledge of general office practices and procedures, City ordinances, policies and procedures. Skilled in use of office equipment and computers. Ability to work independently, make proper decisions, and use initiative and common sense. Ability to meet and deal with the public, learn assigned tasks readily and adhere to prescribed routine.

General Duties:

Match invoices to purchase requisitions, enter invoices, print and mail checks and update General Ledger. Attach invoices to stubs and maintain Accounts Payable files, including report files. Responsible for fiscal year end closeout, preparation and filing of 1099 forms and archiving of files in accordance with City Records Management Policy. Assist public. Other duties as assigned.

Title: **Clerk III - Payroll/Personnel**

LEVEL B-1

Job Summary:

Performs Payroll and Personnel functions as well as other clerical/secretarial duties as assigned by the City Recorder. Helps maintain files and records associated with position. Assists employees in personnel matters. Other duties as assigned.

Supervision:

Works under the supervision of the City Recorder.

Qualifications:

Graduation from high school.

Knowledge, Skills and Abilities:

Knowledge of general office practices and procedures, City ordinances, personnel policies and procedures. Skilled in use of office equipment and computers. Ability to maintain strict confidentiality, work independently, make proper decisions, and use initiative and common sense. Ability to meet and deal with the public/employees, learn assigned tasks readily and adhere to prescribed routine.

General Duties:

Perform all payroll maintenance, input hours worked, vacation or sick leave used, prepare checks and distribute direct deposits. Prepare, maintain and distribute in a timely manner all bi-weekly, quarterly and annual payroll/personnel reports as required by law or City policy, including Federal Tax, FICA and Medicare payments, Retirement reports, employee loans, utility payments, miscellaneous deductions, disability payments, General Ledger and benefit updates, Workers Compensation, State Tax payments and Employee W-2's. Meet with new-hires, set up and maintain personnel records, submit new-hire reports to the state. Submit and maintain life insurance, health insurance, and retirement information. When necessary, file workers compensation reports to insurance and the State. Responsible for integrity and utmost confidentiality of all payroll/personnel records and information. Assist public. Other duties as assigned.

Title: **Court Clerk**

LEVEL B-1

Job Summary:

Performs clerical/secretarial duties as assigned by the Judge. Takes and transcribes minutes and notes at hearings, conferences or meetings. Helps maintain files, docketing and records. Assists the public in court matters. Other duties as assigned.

Supervision:

Works under the supervision of the Judge.

Qualifications:

Graduation from high school.

Knowledge, Skills and Abilities:

Knowledge of general office practices and procedures, City ordinances, zoning code, court policies and procedures. Skilled in use of office equipment and computers. Ability to work independently, make proper decisions, and use initiative and common sense. Ability to meet and deal with the public, learn assigned tasks readily and adhere to prescribed routine.

General Duties:

Court docketing. Send weekly Failure to Appear letters. Screen traffic citations. Maintain and update State "Gotcha" computer program. Prepare small claims affidavits and garnishments as required. Assist public. Other duties as assigned.

Title: **Public Works - Uncertified**

LEVEL B-1

Job Summary:

Performs tasks requiring the use of a variety of hand tools and equipment such as picks, shovels, rakes, chain saws. Cleans, maintains and stores assigned tools and equipment. Operates light equipment. Performs basic repair work of a routine and minor nature throughout the city. Ability to follow written and verbal instructions. Ability to communicate both verbally and in writing.

Supervision Received:

Works under the close supervision of a lead worker or other supervisor as assigned.

Supervision Exercised:

None.

Qualifications and Requirements:

No education required; six (6) months of experience involving the use of manual tools and skills in a position including the use of tools and equipment used in maintenance, repair and construction. Must have a commercial drivers license.

Knowledge, Skills and Abilities:

Knowledge of methods, materials and equipment used in general maintenance, construction and repair.

Skill in the use of basic hand tools and the operation of small power equipment.

Ability to perform manual tasks involving physical strength and endurance under variable and often adverse weather and environmental conditions for extended periods of time.

Title: **Deputy Recorder**

LEVEL B-2

Job Summary:

Performs backup and assigned functions as they relate to the office of City Recorder.

Supervision:

Works under the supervision of the City Recorder.

Qualifications:

Graduation from high school.

Knowledge, Skills and Abilities:

Knowledge of all Utah State laws as they relate to the position of City Recorder. Knowledge of general office practices and procedures, City ordinances, policies and procedures. Skilled in use of office equipment and computers. Ability to maintain strict confidentiality, work independently, make proper decisions in accordance with precedents and regulations and use initiative and common sense. Ability to meet and deal with the public, learn assigned tasks readily and adhere to prescribed routine.

General Duties:

Provide assistance and backup to City Recorder as assigned or as required in Recorder's absence. Duties may include the following:

- . 1. Records management including the accurate filing, pulling, archiving and destruction of City Records in accordance with City Records Management Policy.
- . 2. Preparation and proper/timely posting of agendas.
- . 3. Preparation and distribution of City Council packets to Councilmembers.
- . 4. Preparation and posting of Public Hearing Notices in accordance with Utah State Code.
- . 5. Take minutes for regularly scheduled City Council Meetings and other meetings as required. Transcribe minutes in a timely manner so as to be available for approval at the following meeting.
- . 6. Cemetery sales and burials.
- . 7. Assist with elections.
- . 8. Maintain strictest confidence and discretion in all matters.
- . 9. Other duties as assigned.

Title: Senior Center Director

LEVEL B-2

Job Summary:

Directs all Aging Programs for the Bear River Senior Center area including but not limited to: Home delivered meals, telephone reassurance, friendly visits (ADL and IADL - functional assessments for those needing home delivered meals), energy assistance, tax rebate programs, etc. Serves on the Food Pantry Board and as an ex officio member of the Council on Aging. Attend City Council Meetings as directed.

Supervision Received:

Works under the direction of the City Manager

Supervision Exercised:

Supervises Senior Center personnel and Food Pantry Director

Qualifications and Requirements:

Education and/or experience in gerontology or two years experience managerial in a related field. A Gerontology certificate is recommended. Maintain job descriptions and policy updates. Develop programs as needs and assessments indicate. Provide leadership and advocacy on behalf of senior citizens. Hold regular meetings with various Board of Directors. Work with City, County, BRAG, State and Federal Agencies on finding funding for Aging Programs. Assist City Manager in applying for grants, additional funding, etc. Prepare financial and statistical reports for all programs and insure that all reports are mailed in a timely manner to meet deadlines. Drive Senior Center vehicles to transport seniors, deliver meals, etc. when necessary.

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Title: **Library Director**

LEVEL B-2

Job Summary:

Provides assistance and guidance to library patrons by responding to reference questions; locates information sources; provides guidance regarding specific books and authors.

Cataloging and classifying books

Supervision Received:

Works under the direction of the City Manager

Supervision Exercised:

Supervises Library staff

Qualifications and Responsibilities:

Coordinate exchange of books with other libraries. Assist at circulation desk. Provides service in the area of media production; perform routine prevention maintenance on media equipment. Reads book reviews; recommends books and library materials for purchase. Performs library related computer work such as entering and retrieving data. Prepares budget and monitor expenditures. Supervises library assistant. Purchase materials and supplies for operation of the library.

Graduation from high school and four (4) years of library science experience or any equivalent combination of education and experience.

Member of Tremonton Library Board.

Title: **Police Officer I**

LEVEL B-2

GENERAL PURPOSE

Performs a variety of **technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens and visitors of Tremonton.

SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, the Chief of Police, or an FTO Officer while in training or on a case-by-case basis.

SUPERVISION EXERCISED

May function as the Officer In Charge (OIC) in the absence of the Sergeant.

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Investigation:

Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; utilizes fingerprinting, photography and other specialized equipment in processing crime scenes; interviews and interrogates witnesses, victims and suspects; prepares all necessary reports.

Manages and works investigative case load of major felony crimes; handles rape and homicide cases; works closely with supervisor(s) in solving difficult cases; follows up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; detects law violators apprehends and makes arrests which may require strenuous physical activity to successfully complete.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Prepares facts, information, evidence and statements for court proceedings; secures witnesses and testimonies; prepares visual diagrams of the scene of crime as deemed necessary; performs extraditions; testifies in court when necessary.

Develops informative contacts and participates in covert operations; investigates and apprehends persons suspected of illegal sale, purchase or use of narcotics; may examine prescriptions and pharmacy's and physician's records to ascertain legality of sale and distribution of narcotics; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

Patrol:

Patrols all areas of Tremonton City in police vehicles, bicycles or on foot, including the city streets and businesses, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities.

Responds to crimes in progress; secures, defuses and resolves high risk felony calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; performs case follow up and assists with investigation activities as assigned; detects law violators apprehends and makes arrests which may require strenuous physical activity to successfully complete; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I's, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.

Cleans and maintains assigned firearms and vehicles and other special equipment.

School Resource/Crime Prevention:

Plans, organizes, and implements various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations.

Develops program(s) unique to Elementary, Intermediate, Middle and High schools; focus on safety, drug awareness, alcohol (DUI), etc.; conducts lectures, workshops, classes or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth regarding law enforcement practices; demonstrates specialized equipment, explains efficiency and effectiveness of the same; may be designated as department D.A.R.E. officer to develop and implement drug abuse resistance program; attends school functions to monitor student activities.

Organizes and establishes neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts.

Performs departmental public relations functions; conducts tours of the department; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.

Participates as member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns; conducts periodic canine assisted drug searches.

Manages and works investigative case load of major felony and misdemeanor crimes; detects law violators apprehends and makes arrests which may require strenuous physical activity to successfully complete; works closely with supervisor(s) in solving difficult cases; follows up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or High School Equivalent;
- B. No experience necessary for entry level;
- C. Able to obtain Utah POST CAT I Certification and successfully pass National Police Officer Exam within 6 months of hire date.

OR

- D. Have Utah POST CAT I Certification prior to hire date;

2. Knowledge, Skills, and Abilities:

Considerable knowledge of Tremonton and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations.

Working knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Must be able to qualify in the use of firearms, the operation of police vehicles and

other specialized equipment including breathalyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; teach and communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

U.S. Citizen, 21 years of age or older.

Must be clear of a prior criminal record.

Must possess a valid Utah State Driver's License.

Must successfully pass the written, oral interview and physical fitness tests.

Must successfully complete the department Field Training Officer Program.

Must maintain firearm proficiency.

Must maintain law enforcement certification by completing annual training requirements (40 hrs.).

4. Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Title: **Public Works - Certified**

LEVEL B-2

Job Summary:

Performs manual labor such as loading and unloading trucks. Cleans curbs, gutters, and right-of ways. Install and repair guard rails and fences. Builds bridges and culverts. Performs tasks requiring the use of a variety of hand tools and equipment such as picks, shovels, rakes, chain saws, jack hammers, cats and pneumatic tools. Cleans, maintains and stores assigned tools and equipment. Operates heavy and light equipment. Performs basic repair work of a routine and minor nature throughout the city. Works in the City water utility performing a variety of similar tasks as well as water operator duties. Ability to follow written and verbal instructions. Ability to communicate both verbally and in writing.

Supervision Received:

Works under the close supervision of a lead worker or other supervisor as assigned.

Supervision Exercised:

None.

Qualifications and Requirements:

Water operator certification or waste water operator certification required and must possess a current Utah Commercial drivers license; six (6) months of experience involving the use of manual tools and skills in a position including the use of tools and equipment used in maintenance, repair and construction. Must have a commercial drivers license.

Knowledge, Skills and Abilities:

Knowledge of methods, materials and equipment used in general maintenance, construction and repair. Skill in the use of basic hand tools and operation of small power equipment. Ability to perform manual tasks involving physical strength and endurance under variable and often adverse weather and environmental conditions for extended periods of time.

Title: **Treasurer/Receptionist/BillingClerk**

LEVEL B-3

Job Summary:

Performs all duties as treasurer as prescribed by state law and city ordinance. Receives and receipts all money; responsible for secretarial and clerical work including receptionist duties.

Supervision Received:

Works under the general supervision of the City Manager.

Supervision Exercised:

Supervises assigned clerical personnel.

Qualifications and Requirements:

Graduation from an accredited two (2) year business college with course work in bookkeeping and office procedures plus two (2) years experience in municipal service as a clerk receiving and receipting city funds, or four (4) years experience in this field.

Knowledge, Skills and Abilities:

Knowledge of general office practices and procedures; knowledge of municipal collecting and investing of public funds. Ability to make decisions in accordance with precedents and regulations and to apply this to working situations, including the proper handling of emergency situations; ability to learn assigned tasks readily and adhere to prescribed routine.

General Duties:

Utility billing, building permits and accounts receivable including running monthly reports. Answer phone, receive payments, open and sort mail, balance till and make deposits. Ambulance billing, billing insurance companies and collections. Planning Commission Secretary. Other duties as assigned by City Manager.

Knowledge in: City ordinances, zoning code and employment policies and procedures.

Title: **Police Officer II**

LEVEL B-3

GENERAL PURPOSE

Performs a variety of **technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens and visitors of Tremonton.

SUPERVISION RECEIVED

Works under the general supervision of a Sergeant or the Chief of Police.

SUPERVISION EXERCISED

Provides close supervision to inexperienced officers in the FTO Program on a case-by-case basis. Functions as the Officer In Charge (OIC) in the absence of the Sergeant.

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Investigation:

Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; utilizes fingerprinting, photography and other specialized equipment in processing crime scenes; interviews and interrogates witnesses, victims and suspects; prepares all necessary reports.

Manages and works investigative case load of major felony crimes; handles rape and homicide cases; works closely with supervisor(s) in solving difficult cases; follows up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; detects law violators apprehends and makes arrests which may require strenuous physical activity to successfully complete.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Prepares facts, information, evidence and statements for court proceedings; secures witnesses and testimonies; prepares visual diagrams of the scene of crime as deemed necessary; performs extraditions; testifies in court when necessary.

Develops informative contacts and participates in covert operations; investigates and apprehends persons suspected of illegal sale, purchase or use of narcotics; may examine prescriptions and pharmacy's and physician's records to ascertain legality of sale and distribution of narcotics; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

Patrol:

Patrols all areas of Tremonton City in police vehicles, bicycles or on foot, including the city streets and businesses, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities.

Responds to crimes in progress; secures, defuses and resolves high risk felony calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; performs case follow up and assists with investigation activities as assigned; detects law violators apprehends and makes arrests which may require strenuous physical activity to successfully complete; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I's, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.

Cleans and maintains assigned firearms and vehicles and other special equipment.

School Resource/Crime Prevention:

Plans, organizes, and implements various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations.

Develops program(s) unique to Elementary, Intermediate, Middle and High schools; focus on safety, drug awareness, alcohol (DUI), etc.; conducts lectures, workshops, classes or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth regarding law enforcement practices; demonstrates specialized equipment, explains efficiency and effectiveness of the same; may be designated as department D.A.R.E. officer to develop and implement drug abuse resistance program; attends school functions to monitor student activities.

Organizes and establishes neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts.

Performs departmental public relations functions; conducts tours of the department; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.

Participates as member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns; conducts periodic canine assisted drug searches.

Manages and works investigative case load of major felony and misdemeanor crimes; detects law violators apprehends and makes arrests which may require strenuous physical activity to successfully complete; works closely with supervisor(s) in solving difficult cases; follows up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or High School Equivalent;
- B. Minimum of one year of full time police experience necessary;
- C. Must have Utah POST CAT I Certification.

OR

- D. Have Utah POST CAT I Certification prior to hire date;

2. Knowledge, Skills, and Abilities:

Considerable knowledge of Tremonton and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations.

Working knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Must be able to qualify in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; teach and communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

U.S. Citizen, 21 years of age or older.

Must be clear of a prior criminal record.

Must possess a valid Utah State Driver's License.

Must successfully pass the written, oral interview and physical fitness tests.

Must successfully complete the department Field Training Officer Program.

Must maintain firearm proficiency.

Must maintain law enforcement certification by completing annual training requirements (40 hrs.).

3. Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Title: **Secretary/Special Function Officer**

LEVEL B-3

Job Summary:

Type reports, answer telephones, dispatch officers, file various reports and forms, and receive complaints. Perform parking enforcement duties. Assist regular department officers in various police functions.

Major Duties:

Type crime and arrest reports, accident reports, correspondence, and other required reports. Submit completed fingerprint cards. File all reports in a timely manner, as required by the Chief of Police. Answer telephones and radios when in the office. Dispatch officers on call as they are received. Take initial complaint reports from members of the public when they make such reports in the police department. Assist in arranging for and giving various safety and public relations talks. Assist the duty officer when so requested in the performance of law enforcement functions. Perform searches of female prisoners during normal working hours. Assist with traffic control functions when requested. Assist in conducting interviews of women and children. Enforce the 2 hour parking ordinances from 200 West Main to 200 East Main and one block North and South of Main Street between the hours of 9:00 A.M. and 6:00 P.M., Monday thru Friday. Perform other duties as assigned by the Chief of Police or Department Sergeant.

Supervision Received:

Works under the general supervision of the Chief of Police or Sergeant.

Supervision Exercised:

None.

Qualification and Requirements:

Graduation from a standard senior high school or equivalent. P.O.S.T. certification as a Special Function Officer.

Knowledge, Skill and Abilities:

Knowledge of the city and state ordinances and laws, department procedures, rules and regulations. Ability to work independently, make proper decisions, and use initiative and common sense and ability to meet and deal with the public. Ability to learn and operate department computer reporting system. Acceptable typing skills and

communication skills. Skill in the use of firearms, police vehicles and other police department equipment.

Physical Efforts and Working Conditions:

Subject to physical injury when apprehending criminals also subject to off-duty emergency calls as well as shift and holiday work schedules. Must be in excellent physical condition. Subject to sudden and unexpected expenditures of energy while pursuing and apprehending offenders. Subject to working in all types of weather conditions. Subject to accomplishing tasks in or among varied physical objects and barriers. Subject to the exposure to hazardous materials, chemicals, contagious diseases and strenuous performance tasks.

Job Summary

Perform technical administrative and working level duties related to building inspection and zoning.

Major Duties

The Building Official (Inspector) shall, in addition to all other duties imposed on him by this city:

- A. Enforce the provisions of the Uniform Building Code
- B. Have authority to initiate in accordance with applicable laws the inspection of all buildings, structures, ditches, signs, fences and objects to determine their safety and effect on the persons who are within this City for structural, fire and general code compliance
- C. Be responsible for enforcing Part 9-560 of Title 9 of the Revised Ordinances of Tremonton City until such time as a Plumbing Inspector is appointed or designated.
- D. Review all building permit applications for new construction or substantial improvements to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in a location that has a flood hazard, any proposed new construction or substantial improvement (including prefabricated and mobile homes) must (a) be designed (or modified) and anchored to prevent flotation, collapse, or lateral movement of the structure, (b) use construction materials and utility equipment that are resistant to flood damage, and (c) use construction methods and practices that will minimize flood damage.
- E. Review subdivision proposals and other proposed new developments to assure that (a) all such proposals are consistent with the need to minimize flood damage (b) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located, elevated, and constructed to minimize or eliminate flood damage, and (c) adequate drainage is provided so as to reduce exposure to flood hazards.
- F. Require new or replacement water supply systems and/or sanitary sewage systems to be designed to minimize or eliminate infiltration of flood waters into

the systems and discharges from the systems into flood waters, and require on-site waste disposal systems to be located so as to avoid impairment of them or contamination from them during flooding.

- G. Respond to various zoning problems or complaints; evaluate nature of problem and determine conformance to City zoning and business ordinances.
- H. Assist Planning Commission by receiving and reviewing applications; conduct research on zoning applications; compile data, make reports and make recommendations to Planning Commission.

Supervision Received

Works under the general supervision of the City Manager.

Supervision Exercised

The Building Inspector shall have the power to order all work stopped on construction, alteration or repairs of buildings in the City when such work is being done in violation of any provisions of any Ordinance relating thereto, or in violation of the Subdivision or Zoning Ordinance. Work shall not be resumed after the issuance of such order except on the written permission of the inspector, provided that if the stop order is an oral one, it shall be followed by a written stop order within one hour. Such written stop order may be served by any peace officer or authorized person.

Qualifications and Requirements

Graduation from high school with four (4) years experience in a related field or an equivalent combination of education and experience. Must be licensed with the State of Utah and ICBO certified.

Title: **Detective**

LEVEL C-1

Job Summary:

Under general supervision, will perform investigations of active and uncleared crimes. Will perform duties of police officer during absence of regular police officers. Perform pre-hiring investigations as directed by the Chief of Police.

Major Duties:

Investigate all unsolved crimes as assigned. Submit reports of all follow-up investigations and arrests made. Process crime scenes for evidence as directed by the Chief of Police. Perform as the custodian of all evidence collected. Transport evidence to the appropriate lab for analysis. Prepare case reports and case for trial and testify as needed. Work in undercover capacity as assigned. Perform functions and duties of police officer as needed in the absence of regular assigned police officers. Perform other duties as assigned by the Chief of Police or Sergeant.

Supervision Received:

Works under the general supervision of the Chief of Police or Sergeant.

Supervision Exercised:

None. However, may assist in the field training of Police Officer I positions as directed by the Chief of Police.

Qualifications and Requirements:

Must meet the qualifications and requirements of a Police Officer II. Must demonstrate an ability to investigate complaints reported to the department. Recent experience as a police officer with the Tremonton Police Department. Must be P.O.S.T. certified.

Knowledge, Skills, and Abilities:

Knowledge of state criminal laws and city ordinances. Skills in interviewing, public relations, use of vehicles, arrest procedures, and other skills similar to those of a police officer. Skilled in the proper collection and preservation of evidence. Knowledge, skills and abilities in the application of forensic sciences during investigations. Skill in the use of firearms, police vehicles and other police department equipment.

Physical Efforts and Working Conditions:

Subject to physical injury when apprehending criminals also subject to off-duty emergency calls as well as shift and holiday work schedules. Must be in excellent physical condition. Subject to sudden and unexpected expenditures of energy while pursuing and apprehending offenders. Subject to working in all types of weather conditions. Subject to accomplishing tasks in or among varied physical objects and barriers. Subject to the exposure to hazardous materials, chemicals, contagious diseases and strenuous performance tasks.

Title: **Police Sergeant**

LEVEL C-1

GENERAL PURPOSE

Performs a variety of **technical professional and first-line supervisory** law enforcement duties related to the planning and coordinating the Investigations or patrol division of the city police department. Performs day-to-day quality assurance in serving and protecting the citizens of Tremonton.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Provides close to general supervision to assigned shift officers. In the absence of the Police Chief, serves as department supervisor. Directs day-to-day shift activities and supervises high-risk situations.

EXAMPLE OF DUTIES

Operations:

Performs as department lead training officer; exercises supervision over lower ranking officers assigned as field training officers; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management.

Acts as internal affairs officer; follows up on complaints involving officers and civilian employees; conducts internal investigations; reports any insubordination or misconduct to commanding officer; prepares recommendations for discipline based upon investigation and/or clears officers and department of impropriety; conducts background investigations of all candidates for hire.

Performs first line review of effectiveness of departmental policies and procedures; conducts research of issues and liabilities associated with law enforcement; researches and writes department policy and procedures; implements change in policies when situations change and need arises; makes recommendations and drafts proposals for changes or additions to city ordinances and resolutions related to police functions.

Monitors departmental and officer status for compliance with state training requirements; coordinates with P.O.S.T. and regional council; maintains computer tracking system of training needs; schedules officers and communications staff training; participates in the

development and delivery of special training programs; writes and revises training manuals.

Assists in the development of division budget(s); administers department training budget to ensure all training expenditures are made in compliance with policies; maintains a budget tracking system; reviews previous expenditures, monitors personnel needs and makes recommendations for training.

Serves as a department specialist, trainer, and/or supervisor in various technical aspects of law enforcement, such as firearms, special training (domestic violence, etc.), etc.; assures that officers are properly certified and maintains certification records.

Investigations:

Supervises investigation, technical services and evidence functions; performs as a lead detective; directs or performs criminal investigations; assigns cases for investigation; monitors case progress and approves final disposition; develops and maintains intelligence information; conducts in-depth investigations of criminal activities; processes scene of crime; finds, identifies, marks and preserves evidence; questions witnesses and victims; prepares all necessary reports.

Conducts investigations on all major felony crimes; handles rape and homicide cases; works closely with Police Chief in solving difficult cases; investigates, follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing data information on suspects, etc. Performs various administrative functions related to the investigation/detective division; develops, recommends and monitors budget.

Performs as department media officer; initiates and makes news releases to media personnel.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists.

Performs surveillance; obtains search warrants; works closely with City and County Attorney concerning legalities involved in certain cases, arrests.

Prepares facts, information, evidence and statements for court proceedings; secures witnesses and testimonies; prepares visual diagrams of the scene of crime as deemed necessary; assists attorneys in the preparation of court cases, extraditions; testifies in court when necessary.

Patrol:

Acts as shift/field supervisor and coordinates shift activities; prepares shift duty rosters and schedules days off; performs as a working supervisor and takes command at incident, crime and accident scenes; monitors shift personnel in the performance of their duties and conducts performance evaluations; makes recommendations which affect job status such as retention, advancement and discipline.

Patrols city to prevent and suppress crime and enforce federal and state laws and city ordinances; apprehends criminals in the act of or after the act of a crime; provides public assistance to residents; patrols certain areas to detect violations of the law; serves warrants, summons and subpoenas; makes arrests and transports offenders to jail; attends court and gives testimony.

Reviews all reports and citations generated during assigned shifts; monitors reports and logs for the patrol division of such things as cases handled, miles driven, gas used and property recovered; compiles monthly reports on the above.

Responds to calls for assistance, secures crime scenes for evidence searches; makes investigation and interrogates complainants, witnesses and suspects; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I's, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and related reports as necessary.

Supervises and performs traffic surveys from which to develop base information for the department.

Coordinates with School, Business, and Community Leaders. Attends and represents the Police Department at meetings with School, Business, Civic and Community Leaders. Develops and directs strategies for dealing with reoccurring problems throughout the community.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. High School diploma, (Bachelor's degree preferred);
 - AND
 - B. Five (5) years of progressively responsible law enforcement experience as a municipal, county, or state officer;
 - C. Attendance and completion of formal supervisory training provided through in-service, professional workshops or P.O.S.T. certifications as assigned.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of Tremonton and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations. Knowledgeable of the Incident Command System, able to act as Incident Commander.

Working knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of supervision; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skilled in the use of firearms, the operation of police vehicles and other specialized equipment including intoxilyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; demonstrate leadership and management abilities; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must have completed P.O.S.T supervisory training. Must be a P.O.S.T. certified police officer and must maintain certification by attending a minimum of 40 hours of specialized training each year. Must maintain firearm proficiency. Must possess a valid Utah State driver's license.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain related to walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing or an alternative form of effective communication essential to job performance. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Regular exposure to life threatening or hazardous situations which are inherent to the job.

Title: Public Works Lead - Street Department

LEVEL C-1

Job Summary

Performs a variety of administrative, supervisory, skill and technical duties in planning, scheduling, coordinating, inspecting and maintaining city streets.

Supervision Received:

Works under the general supervision of public works director.

Supervision Exercised:

Exercise supervision over city service workers, equipment operators and other skilled and semi-skilled employees.

Qualifications and Requirements:

Four (4) years of experience in road construction and maintenance work. Must have a current commercial drivers license.

Knowledge, Skills and Abilities:

Knowledge of the methods, materials, techniques, and equipment necessary for proper maintenance, repair and construction of roads; knowledge of safety precautions, hazards and regulations common to street construction and maintenance.

Skill in the use of standard office equipment; skill in the use of civil and general surveying equipment.

Ability to plan, organize and coordinate diverse road construction, maintenance and repair programs; ability to read and explain basic engineering plans, drawings, etc.

Title: Public Works Lead - Water and Sewer Department

LEVEL C-1

Job Summary:

Performs a variety of administrative, supervisory and technical work in providing and maintaining an adequate and quality water supply and an effective sewer service.

Supervision Received:

Works under the general guidance and direction of the Public Works director.

Supervision Exercised:

Exercise general supervision over departmental personnel.

Qualifications and Requirements:

Graduation from a standard senior high school, and four (4) years full time paid employment in the water and sewer area; one of which must have been in a supervisory capacity, or any equivalent combination of education and experience. Technical experience in mechanical and electrical with ability to read and interpret plans and specifications. Certified Level 3 Water Operator and Certified Level 3 Waste Water Collection Operator. Must have a commercial drivers license.

Knowledge, Skills and Abilities:

Knowledge of the methods, materials and equipment necessary for the construction and maintenance of city water and sewer systems; knowledge of the hazards and safety practices common to construction, maintenance and repair activities, including O.S.H.A. safety requirements, knowledge of safe drinking water standards and testing.

Ability to supervise, organize, coordinate and manage a variety of operations; ability to establish and maintain adequate records and reports on various systems operations.

Job Summary

Under general supervision will be responsible for all City recreation activities including all volunteer non-competitive sports programs for all ages. Coordination and scheduling events including mowing, watering, lighting, games/practices/tournaments, etc., and will do all related work as required.

Major Duties

Perform all duties relating to City recreation programs that use city/school or other public or private properties. Responsible for: 1) budget and expenses of the programs; 2) scheduling and administration of sports, recreation and cultural events, including tournaments, practice, games, sign-ups, field maintenance, fertilizing, weed control, community events, etc.; 3) renting of facilities; 4) care and maintenance of facilities, restrooms, playgrounds, playground equipment, etc.; 5) July 24th sporting events in cooperation with City celebration; 6) public relations, advertising, announcements, etc.; 7) sportsmanship in all programs that include but are not limited to announcements, etc.; 8) liability and safety issues, insuring against harm to individuals or loss; 9) ALL AGE GROUPS; 10) development of additional programs and better utilization of facilities; 11) coordination and development of inter-local agreements with schools, county and governmental entities to maximize use of tax dollars. Oversees Community Events Coordinator.

Supervision Received

Works under the general supervision of the City Manager.

Supervision Exercised

Coordinates and schedules City Public Works duties with the Public Works Director, manages private sector contractors (lawn care, etc.)

Qualifications

Bachelors degree or 5 years of service directing youth and adult sports programs. Must have Utah drivers license and submit to background check to insure safety of our children.

Knowledge and Skills

Must have knowledge of rules and regulations of a variety of sports programs. Be able to work under pressure and use diplomacy.

Physical Requirements

Rigorous physical and mental abilities.

Title: Treatment Plant Operator

LEVEL C-1

Job Summary:

Performs a variety of duties that require technical skills and knowledge regarding wastewater treatment process equipment. Operates process equipment, electrical controls, valves and pump. Monitors gauges, meters and controls. Records readings. Recognizes changes in normal operations environment and determines causes and resolves. Inspects the plant facilities for operational status. Maintains proper chlorine residuals. Maintains sludge thickening, digestion and disposal processes. Performs duties in preliminary treatment, primary sedimentation, trickling filter, activated sludge, chlorination operations.

Supervision Received:

Works under the general supervision of the City Manager.

Supervision Exercised:

Exercises minimal supervision over assigned Treatment Plant help.

Qualifications and Requirements:

Graduation from high school with four (4) years experience in wastewater treatment operations. Grade 4 Wastewater Treatment Plant Operator Certificate. Able to perform State required quality assurance laboratory work. Knowledge of bio-solids composting procedures. Must have a commercial drivers license.

Title: City Recorder

LEVEL C-2

Job Summary:

Performs professional and administrative accounting duties, organizes and performs all activities of finance and accounting functions; maintains all records; administers municipal elections and performs all other duties as established by state statutes or city ordinance.

Supervision Received:

Works under broad policy direction of City Manager/City Council.

Supervision Exercised:

Supervises assigned technical and clerical personnel.

Qualifications and Requirements:

Two year college with emphasis in accounting or finance plus four (4) years experience or six (6) years of experience in municipal administration or financial management, two (2) years of which must be in an increasingly responsible position.

Knowledge, Skills and Abilities:

Knowledge of modern principals and practices of public finance administration with emphasis in budgeting, accounting and auditing; knowledge of municipal organization and department operation including knowledge of applicable laws and regulations.

Ability to develop comprehensive methods and procedures for receiving and disbursing monies; ability to plan, assign and direct the work of administrative, technical and clerical subordinates; ability to develop sound auditing systems and procedures.

Title: Police Chief

LEVEL D-1

Job Summary:

Is the executive head of the police department with authority delegated by the Mayor. Has overall supervision of hiring, assignment, training, disciplining of personnel, department operations, etc., although some of these functions may be delegated in whole or in part. Plans, organizes, and schedules the work of his staff to provide coverage of police functions in the interest of public safety and the detection and prevention of crime.

Major Duties:

In addition to performing the functions of police officer and detective, he plans and directs all police department activities in keeping with his responsibility for the administration, disposition, and discipline of the police force. Implements policy and policy changes handed down by the mayor and city council by making necessary rules and regulations for the proper execution of such policy. Plans and assigns work shift schedules to provide maximum police and safety protection and services in and about the city. Conducts officers training schedules to promote maximum police efficiency. Studies records and reports to ascertain effectiveness and needs of police and safety operations throughout the city. Exercises controls over the books, records, apparatus, and equipment of the police department. Is responsible for the public relations and information programs of the police department performing such activities as addressing civic, student and other groups, conducting traffic safety meetings, and submitting such correspondence as is needed. Confers with other law enforcement officers and private citizens regarding public problems. Responsible for maintaining the city emergency preparedness plans. May take personal charge of operations and investigations or take personal command of the police force at such times of public emergencies as fires, riots, other disasters and other times as deemed necessary. May assist in preparation of court cases and make appearances as witness in court. Perform other duties as may be required by the mayor, city council or city manager.

Supervision Received:

Works under broad policy guidance and direction of the governing body or its agent.

Supervision Exercised:

Has overall supervision of hiring, assignment, training, discipline, all police department operations, all officers and other personnel of the department.

Qualification and Requirements:

A college degree in law enforcement or related field, and three years law enforcement full time experience, or six years of increasing responsible law enforcement experience, and P.O.S.T. certified.

Knowledge, Skills and Abilities:

Knowledge of modern police methods, practices and techniques, knowledge of applicable federal, state and municipal laws and ordinances. Skill in the use of firearms, police vehicles and other police department equipment. Ability to plan, assign, instruct and supervise the work of employees engaged in carrying out law enforcement duties, ability to analyze complex police problems, ability to make sound judgement in evaluating situations and making decisions.

Physical Efforts and Working Conditions:

Subject to physical injury when apprehending criminals also subject to off-duty emergency calls as well as shift and holiday work schedules. Must be in excellent physical condition. Subject to sudden and unexpected expenditures of energy while pursuing and apprehending offenders. Subject to working in all types of weather conditions. Subject to accomplishing tasks in or among varied physical objects and barriers. Subject to the exposure to hazardous materials, chemicals, contagious diseases and strenuous performance tasks.

Title: Public Works Director

Level D-1

Job Summary :

Performs highly responsible , administrative, and professional work in planning , organizing, coordinating and supervising all phases of the city wide public works program including such divisions as water, sewer, treatment plant, airport, property and buildings, parks maintenance, motor pool, cemetery.

Supervision:

Works under the general guidance and direction of the City Manager.

Supervision Exercised:

Exercises supervision over departmental personnel.

Qualifications and Requirements:

Ten to fifteen years of progressively responsible public works experience. Certifications and education appropriate to manage and direct public works operations.

Knowledge, Skills, and Abilities:

Knowledge of the methods, materials, techniques and equipment necessary for proper maintenance, repair, and construction of roads, sewer systems, water systems, and public works activities. Knowledge of safety practices and regulations common to construction, repair, maintenance activities. Knowledge of standards and testing of water, sewerage and treatment of wastes. Knowledge of regulations and laws (City, State, and Federal) in all aspects of public works administration.

Skill in the use of standard office equipment and ability to use specialized computer aided drafting, programs and equipment to aid in design, inventory, and maintenance of civil municipal projects and programs.

Title: City Manager

Level D-2

Duties and Responsibilities:

Refer to Contract

Notes: