

**TOWN OF GILBERT  
CLASS SPECIFICATION**

**Non-Sworn Public Safety Supervisor**

<u><b>CLASS SERIES</b></u>	<u><b>BAND/GRADE/SUBGRADE</b></u>	<u><b>FLSA STATUS</b></u>
Non-Sworn Public Safety	B31 – B32	Non-Exempt

**CLASS SUMMARY:**

This class is the fourth level in the Non-Sworn Public Safety series. Incumbents, as assigned, may be responsible for overseeing communications, records, towing/hearing, and property maintenance functions. Incumbents may, as assigned, be responsible for scheduling, logistics, quality assurance, and oversight of staff for the assigned function.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF  
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Oversees the daily operations of the assigned area and prioritizes activities and ensures quality service and proper functioning of equipment. Handles complex issues and resolves problems or complaints.	Daily 30%
Performs administrative functions including managing staffing and supply resources and work flow. Reviews and recommends policies and procedures, and monitors compliance. Prepares and distributes reports.	Daily 20%
Establishes and maintains accurate department files, reports and records. Maintains relevant tracking systems and databases. May testify in court as custodian of records. May perform towing or vehicle inspections.	Weekly 15%
Performs other duties of a similar nature and level as assigned.	As Required

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**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to ***Communications*** may be responsible for:

- Overseeing the daily operations of the Communications center ensuring emergency and non-emergency phone calls are prioritized, responded and dispatched to appropriate authorities in accordance with guidelines and procedures;
- Completing requests and affidavit forms for audio or video recordings and transmissions, and may appear and testify in court;
- Researching data and maintaining regulatory compliance with database information.

Positions assigned to ***Detention Facility*** may be responsible for:

- Supervises subordinate personnel assigned to the temporary holding facility; provides direction and training;
- Oversees the general care and custody of detainees during detainment, court, transport and/or booking process;
- Plans, organizes and prepares required reports and documentation for holding facility and court processes;
- Responds to inquires and complaints pertaining to the facility and/or staff assigned to the holding facility

Positions assigned to ***Fire Warehouse*** may be responsible for:

- Order and issue supplies, materials and tools; prepare requisitions and purchase orders; code to proper account and verify accuracy of stock number; post transactions on card file; extend costs and run totals; determine proper stock levels for items.
- Contact vendors and secure price quotations and determine availability of materials and goods; place orders; inform and negotiate with vendors about late deliveries, shortages, or damaged materials.
- Receive stock and issue materials, supplies and tools; verify incoming shipments for appropriate quantity and quality.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare monthly and yearly performance reports.
- Participate in the design, maintenance and implementation of the computer system; maintain accuracy of inventory system.
- Maintain adequate stock levels and records on all materials; participate in scheduled inventories.
- Operate appropriate equipment, including a forklift, pallet jack, small truck and office machines.
- Direct and participate in the collection, storage, and re-issuance of surplus Town capital equipment; prepare equipment for annual auction.

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Positions assigned to **Property and Evidence** may be responsible for:

- Supervising the receipt, preservation, storage and release of police property and evidence;
- Overseeing the disposal of narcotics, drug paraphernalia, firearms and ammunition and maintaining inventory records of and arrangements for disposal.

Positions assigned to **Records** may be responsible for:

- Overseeing and maintaining the accuracy, transfer and storage of police reports and records in the records management system;
- Processing restricted reports and coordinating and confirming the authorization of release to the public;
- Completing subpoenas and affidavits and records requests and determining the release of records in accordance with regulations.

Positions assigned to **Towing Program** may be responsible for:

- Administering activities of vehicle towing and impounding program by responding to reports or complaints from Civilian patrol teams or citizens, researching and determining need for citations or towing, and resolving issues;
- Overseeing the collection and deposit of impound fees and performing related audits to ensure compliance with required obligations;
- Authorizing vehicle impound releases.
- Collecting and processing fingerprints, photographs and DNA in conjunction with property offenses.
- Assisting patrol with vehicle tows at collision scenes, 3511 impounds, traffic investigations, traffic control/hazards at collision scenes, motorist assists, parking enforcement and abandoned vehicles, animal complaints not involving abuse or neglect and non-injury traffic collision investigations (require patrol units when blocking).

Positions assigned to **Training** may be responsible for:

- Administering the Field Training Program including the scheduling and coordinating of logistics for in-house and off-site training events;
- Maintaining, tracking and monitoring officer certification training requirements;
- Facilitating meetings, agendas, and follow up materials for officer and instructor groups.

#### **TRAINING AND EXPERIENCE:**

Associate's Degree and 3 years of experience related to area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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#### **LICENSING/CERTIFICATIONS:**

- Valid Arizona Driver's License

*Depending on area of assignment, could require:*

- State of Arizona Terminal Operator Certification
- Valid Arizona Notary Public Certification

#### **KNOWLEDGE OF:**

- Supervisory principles, practices and techniques;
- Documentation processing methods;
- Service quality assurance practices;
- Cross functional organizational knowledge;
- Modern office equipment.

#### **SKILL IN:**

- Supervising, monitoring and evaluating staff;
- Providing leadership and mentoring;
- Working autonomously and independently;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, work space restrictions, intense noises, and travel.

If a position within the Police Department, background check and polygraph is required.

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**WORKING TITLES WITHIN CLASS SPECIFICATION:**

Police Communication Shift Supervisor – B32  
Police Records Shift Supervisor – B31  
Property and Evidence Supervisor – B31  
Towing Program Supervisor – B31  
Police Detention Facility Supervisor – B32  
Fire Warehouse Supervisor – B32

**NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*