

Spring Valley Lake Association

Public Safety Officer Job Description

Job Title: Public Safety Officer
Department: Public Safety
Location: 12975 Rolling Ridge
Reports to: Public Safety Corporal / Sergeant
Last Updated: 01/03/2019

POSITION SUMMARY:

The Public Safety Officer performs safety, loss prevention, assigned traffic control and patrol duties within assigned areas of the Association. Conducts regular vehicle, bike, golf cart, vessel and foot patrols. Respond to emergency situations and enforces the Association's Rules & Regulations. The Public Safety Officer provides directions, information and offers assistance to guests and tenants. Ensures the safety and protection of all staff, residents and guests on Spring Valley Lake Association's property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrols assigned area on foot, in assigned motor vehicle, or other specialized vehicle to ensure personal, building, and equipment security.
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Responds to calls for service and provides requested services in a timely manner and in accordance with Public Safety policies and procedures.
- Actively screens all persons entering SVLA's facilities; challenges persons without appropriate membership credentials and all suspicious persons.
- Maintain an in-depth knowledge of the department and other support agencies to ensure referrals are made to appropriate resources and agencies.
- Assist with emergency planning activities, execution of emergency plan, information management, and training.
- Directs vehicular traffic and enforces parking regulations in SVLAs parking lots.
- As assigned, conduct lake patrol and enforce the lake rules and regulations.
- As assigned, conduct surveillance operations, utilizing computer technology for communication, data gathering and reporting activities.
- Responsible for maintaining a secure environment at the dispatch window to ensure that staff, residents and guests are served and protected.
- Provide fire evacuation control, conduct bomb threat evacuations.
- Serve as dispatcher for the officers when needed or assigned.
- Assist at the scenes of incidents, calls for service and appropriate resources.

- Assigned lake patrol duties.
- Dispatch when assigned or as needed.
- Writes investigative, incident, accident and similar standardized reports.
- Attend mandatory staff meetings and trainings for the Public Safety staff.
- Maintains current knowledge of laws, department policies and procedures, and public safety methods and practices.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of Microsoft Office programs and other general office equipment.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Knowledge of California Vehicle Code, Penal Code, laws of arrest, search and seizure methods and conducting sensitive investigations.
- Maintain positive working relationships with various constituent groups, including the local community, the public, and governmental authorities.
- Demonstrate integrity and high personal standards of conduct, and the ability to maintain confidentiality on sensitive cases and projects.
- Ability to manage projects effectively, timely and with adequate resources.
- Ability to work with local, state, and federal public service agencies and with association's guests and general public effectively.
- The ability to use good judgment and decision-making skills to evaluate crisis situations, establish priorities, and resolve and mediate matters.
- Ability to work with diverse individuals regardless of their age, race, sex or mental status.
- Must be able to follow department standard operating procedures, guidelines, policies & procedures and Code of Ethics for Public Safety.
- Ability to effectively manage and schedule workforce workload.

REQUIRED QUALIFICATIONS:

- At least 1 year in public safety, law enforcement and or security experience. Must have the ability to understand, interpret, and explain public safety policies, rules, and regulations concerning public safety duties and responsibilities.
- Possession of, or the ability to obtain appropriate CPR and First Aid certificates
- Possession of or the ability to obtain a California Guard card, baton and OC spray certification.
- Ability to successfully pass a background check and other pre-employment screening.
- Ability to work rotating shifts, responds to on-call emergencies, work overtime, and be available to work weekends and holidays.
- Working knowledge of Public Safety related software and surveillance applications.

- Must be available to work rotating shifts, respond to on-call emergencies, work overtime, and be available to work weekends and holidays.
- Valid Driver's License - Driver's license must be maintained and acceptable according to SVLA's insurance standards.

WORK ENVIRONMENT:

- The work is performed primarily outside and includes seasonal exposure to cold and heat. The worker is also exposed to awkward/confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, visual strain, water / lake, wetness/humidity, mechanical hazards, traffic hazards.
- Employee may be exposed to loose animals / wildlife.
- This work may also expose the employee to unpleasant social situations, significant pressure due to work pace and irregular work hours.

PHYSICAL REQUIREMENTS:

- Generally light work requiring exertion of fifty (50) pounds of force occasionally, and fifteen (15) pounds of force frequently.
- Required to use close vision and be able to focus.
- Swimming, climbing, balancing, reaching, standing, walking, grasping, feeling, talking, and hearing are other physical activities that are required frequently for this position.
- An adequate knowledge and practice of defensive tactics must be utilized when such use of force is necessary to intercede in violent situations, including the protection of themselves or others or in subduing an offender pursuant to a lawful arrest.
- Physically respond to calls for service, alarms, and other emergencies.
- Must be able to stand for extended periods of time.
- Regular attendance is a necessary and essential function.

APPEARANCE AND GROOMING:

- Ability to comply with the department's uniform and grooming Standard Operating Procedures.

ADDITIONAL INFORMATION:

The statements indicated in this job description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, functions, duties, and/or skills required of the individual. The right to add to or change the duties of the position at any time is retained by the GM.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.