

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Assistant Chief of Public Safety

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	2	Exempt	Public Safety	Chief of Public Safety

CLASS SUMMARY:

This position is responsible for assisting in the administration of public safety programs. Responsibilities may include supervising staff; enhancing the safety and security of assigned areas; and recommending safety and security policies.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Coordinates work with housing staff to improve safety and security of properties.
3.	Evaluates alarm systems, sprinklers, cameras, card access, radios, and related equipment to ensure proper functioning.
4.	Responds to resident organizations, committees, and other safety concerns or requests.
5.	Reviews applicable regulations and recommends policy changes to maintain compliance; assists in developing agency safety plans.
6.	Reviews program performance and costs to ensure compliance with plans and budgets.
7.	Performs tasks related to evictions, including: reviewing incident reports for accuracy; prepare reports outlining rental history for evicted residents; and assigning staff to deliver eviction notices.
8.	Coordinates public safety efforts with police, fire, and other departments to ensure effective service delivery.
9.	Responds to service and emergency calls and patrols buildings or areas, as needed.
10.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Associate's degree in Criminal Justice or related field; 5-7 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Verbal Defense and Influence Certification
- CPR Certification
- AED Certification
- First Aid Certification

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Agency plan development;
- Supervisory principles;
- Safety principles and practices;
- Budgetary principles;
- Customer service principles;
- Methods of preparing related reports.

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Independent Judgment/Decision Making/Problem Solving:

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

SKILLS (position requirements at entry):

Skill in:

- Using computers and related software;
- Monitoring compliance with laws, rules, and regulations;
- Supervising staff;
- Coordinating work across departments;
- Providing customer service;
- Reviewing program performance;
- Preparing reports;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS:

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

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 mechanical parts, electrical currents, vibration, travel, and environmental threats.

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.

SIGNATURES:

EMPLOYEE

SUPERVISOR