

# Housing Authority of City of Milwaukee

## CLASS SPECIFICATION TITLE: Public Safety Supervisor

| <u>BAND</u> | <u>GRADE</u> | <u>SUBGRADE</u> | <u>FLSA STATUS</u> | <u>Department</u> | <u>Reports To</u>      |
|-------------|--------------|-----------------|--------------------|-------------------|------------------------|
| B           | 2            | 3               | Non-Exempt         | Public Safety     | Chief of Public Safety |

**CLASS SUMMARY:**

This position is responsible for monitoring and/or supervising staff and providing for the safety and security of Housing Authority staff, residents, and buildings. Responsibilities may include supervising staff; responding to emergency situations; and preparing reports.

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

|    |   |
|----|---|
| 1. | Supervises staff, including: reviewing staff reports for accuracy; assigning staff work; and coaching and disciplining staff as needed. |
| 2. | Evaluates alarm systems, spirinker, cameras, card access, radios, and related equipment to ensure proper functioning.                   |
| 3. | Monitors radio communications to ensure use of proper procedures.   |
| 4. | Responds to service and emergency calls.  |
| 5. | Patrols parking lots, buildings, and related areas as needed.   |
| 6. | Prepares incident and other reports.  |
| 7. | Responds to safety questions and concerns from residents.   |
| 8. | Performs other duties of a similar nature or level.   |

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

Associate's degree in Law Enforcement or related field; 2-4 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:

- Wisconsin Driver's License

**KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Federal, state, and local laws, rules, and regulations;
- Various alarm systems;
- Computers and related equipment;
- Principles and practices of safety and security;
- Geographic layout of housing authority property;
- Building layouts;
- Methods of preparing reports;
- Supervisory principles and practices;
- Radio communication procedures.

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### Public Safety Supervisor

#### **Independent Judgment/Decision Making/Problem Solving:**

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

#### **SKILLS** (position requirements at entry):

Skill in:

- Enforcing laws, rules, and regulations;
- Operating motor vehicles;
- Patrolling assigned areas;
- Preparing related reports;
- Responding to safety concerns;
- Evaluating equipment for proper functioning;
- Using computers and related equipment;
- Supervising staff;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, the general public, and others sufficient to exchange or convey information.

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, 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, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, inadequate lighting, 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.

#### **CLASSIFICATION HISTORY:**

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (MO)

Date: (12/2016)