



JOB POSTING

Police Officer - Part-Time

LOCATION: All Metroparks

BARGAINING UNIT / LEVEL: POLC Bargaining Unit - Level 01B

PAY RATE: \$27.07 per hour plus medical benefits (up to 1,500 hours per year)

GENERAL STATEMENT OF DUTIES: Under the immediate supervision of the Chief of Police, District Lieutenant, and Sergeant, work activities in this position primarily involve patrolling the Authority's properties to prevent vandalism, fire, theft, and development of unsafe conditions; suppression of criminal activity involving the protection of life and property; enforcing laws and regulations of conduct affecting patrons and visitors; investigating crimes; apprehending those suspected of criminal action; and providing assistance, first aid, and information to park visitors. Will also perform ancillary operations, maintenance, public relations as directed.

ESSENTIAL DUTIES: The list below is intended to describe the general nature of duties only. Employees shall perform other duties as assigned.

- Patrol HCMA property while operating a patrol vehicle, golf cart, motorscooter, bicycle, pick-up truck, watercraft or on foot in a variety of environmental conditions and over variable terrain.
- Investigate complaints regarding suspicion of criminal activity gathering information by interviewing and obtaining statements of victims, witnesses, and suspects and confidential informants.
- Conduct searches during daylight or darkness of buildings, open or heavily wooded outdoor areas with even or uneven terrain, beaches, marshes, marinas, and golf courses.
- Apprehend persons suspected of violating laws and ordinances, affecting arrests, forcibly if necessary, using handcuffs and other restraints. May involve climbing over obstacles, jumping down from elevated surfaces, jumping over obstacles, ditches and streams or crawling in confined areas.
- Render assistance at fire or accident scenes such as lifting, carrying, or dragging people or heavy objects for distances of up to 150 yards.
- Prepare investigative and other reports including sketches using appropriate grammar, symbols, and mathematical computations.
- Advise the public on laws, ordinances, rules and regulations, about use of park facilities and provide park visitors with information pertaining to park use and points of interest maintaining a positive public relations atmosphere.
- Controls animal population to obtain balance of wildlife and habitat using control measures in accordance with the HCMA wildlife management plan.

NON-ESSENTIAL DUTIES:

- Perform maintenance duties including but not limited to routine patrol vehicle maintenance; snow removal; the grooming of bike, ski or nature trails; and other grounds or maintenance duties as skills allow.
- Perform operational duties including but not limited to mail deliveries; motor vehicle permit sales; bank transports or escorts; toll gate relief; radio inventory; fire

extinguisher inventory; first aid supply inventory; and safety inspections of playground equipment, hike/bike trails, picnic areas.

- Perform public relations and school presentations. When requested by other departments, may assist with photography, naturalist functions, nature center programs and special events.
- Perform administrative assignments including but not limited to pre-employment background investigations.

MINIMUM QUALIFICATIONS:

- MCOLES Certified Officer or certifiable Police Academy graduate in the State of Michigan.
- Associate degree or minimum 60 credit hours earned at an accredited school preferably in criminal justice, park administration, sociology, natural resources, or related field. (EQUIVALENCE: Two years related experience may be substituted for each year of college.)
- Possess a valid State of Michigan motor vehicle license and maintain an acceptable driving record.
- Unsullied personal life free from crimes of moral turpitude as determined by a criminal history and background investigation.
- Ability to perform all of the essential job functions and typical physical demands unassisted and without delay.
- Upon offer of employment, satisfactory completion of background check, physical exam to include drug screening, and psychological examination.
- Free from controlled substances other than those prescribed under a licensed physician's care.
- Non-smoker on or off the job.
- Ability to observe situations analytically and objectively and to react with good independent judgment within legal guidelines.
- Ability to establish and maintain effective and positive relationships with co-workers and the general public.
- Ability to maintain proficiency with duty firearm in accordance with HCMA rules and regulations.
- May be required to adjust schedule to meet organizational needs, including special events, evenings, weekends & holidays.
- Ability to perform essential duties.

GENERAL QUALIFICATIONS:

- Ability to observe situations analytically and objectively and to react with good independent judgement within legal guidelines.
- Ability to establish and maintain effective and positive relationships with employees and the general public.
- Sensitivity for cultural diversity among employees and park visitors.
- Knowledge of management functions, and law enforcement rules, regulations and procedures.
- Familiarity with community policing, police practices, and laws and rules of evidence.
- Ability to communicate verbally and in written form to prepare necessary reports and records.
- Ability to supervise and train employees.

TOOLS & EQUIPMENT USED: Personal computer including data base, scheduling, spreadsheet and word processing software; calculator, copy & fax machines, weapons and other police

related equipment, phone, radios, patrol vehicle, all-terrain vehicles, golf cart, motor scooter, bicycle, pick-up truck, watercraft and/or snowmobile.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to stand and walk for extensive periods of time. The employee is routinely required to see, talk and hear and requires corrected vision and hearing to normal range. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. The employee is frequently required to use hands to handle, feel, and operate objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to run, climb, balance, stoop, kneel and crouch. Employee must have full range of body motion including handling and lifting perpetrators often in confrontational situations. The employees must occasionally lift and/or move up to 50 pounds and to drag heavy objects and/or people up to 150 pounds.

WORK ENVIRONMENT: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work under stressful conditions and irregular work hours. The employee frequently works in outside weather conditions. The employee may be exposed to cold, heat, wet and/or humid weather conditions. Employee may be exposed to communicable diseases or bodily fluids, chemicals, animals, foliage and vegetation. The noise level in the work environment is usually quite while in the office and may be moderately loud when out in the field.

NOTE: Michigan “Freedom of Information” laws require that candidate names and other information be made available upon request, unless the candidate has expressly requested confidentiality. The Huron-Clinton Metroparks will endeavor to maintain confidentiality and privacy within applicable laws. The Huron-Clinton Metropolitan Authority is an Equal Opportunity Employer (EOE).

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