



City of Petoskey

Job Title	<i>Parks Security Officer – Seasonal</i>
Classification	<i>Seasonal Hourly, non-exempt City employee</i>
Salary Range	
Reports to	<i>Public Safety Shift Lieutenants and Director of Parks and Recreation</i>

Summary/Objective

- Provides foot, bike and vehicle patrol of downtown business district, city parks, non-motorized trails and security for special events.

Essential Functions

- Provides visible patrol of city parks, downtown business district, bike paths, and special events.
- Provides assistance to public.
- Request compliance of city rules and regulations.

Competency

- Must be able to effectively communicate with others.
- Must be able to ride bicycles, drive police carts, vehicles and foot patrol.
- Must be able to work with limited supervision.
- Must be able to maintain professional appearance, attitude and demeanor.
- Must be able to perform periodic vehicular, bike and foot security patrols of the City waterfront, marina, downtown, bike trail, parks and campground, as well as other areas that might be assigned.
- Must be able to provide friendly assistance to all visitors.
- Must be able to enforce park rules and regulations.
- Must be able to assist late arrival boaters and campers in docking or campsite set ups and collection of fees.
- Must be able to perform other duties as assigned, including facility maintenance.

Supervisory Responsibilities

- None

Work Environment

- Required to work in an outdoor environment including varying weather conditions that include rain, sleet, wind, heat and cold.
- May include exposure to dust, pollen, mold, insects, birds and other animals.

Physical Demands

- Must be able to walk and ride a bicycle for long periods of time.
- Must be able to negotiate varying terrain, including rocks, slopes, wet grass and slippery footing.
- Must be able to tolerate heat, cold, rain and humidity.

Position Type and Expected Hours of Work

- Seasonal hourly position.
- Hours vary depending on season, typically 40 hours per week.
- Will require working a variety of shifts, including days, afternoons/evenings, and holidays.

Travel

- None

Required Education and Experience

- Must be at least 18 years of age.
- Excellent driving record and valid Michigan driver's license.
- Ability to pass a background investigation.
- Educational background in law enforcement or the natural resources field is desirable.
- Michigan Law Enforcement Officers Training Council certifiability as a police officer preferred.
- Ability to follow oral and written instructions.
- Willingness to work with and serve public.
- Ability to obtain CPR and first aid certification.

Preferred Education and Experience

- Associates degree or higher with emphasis on criminal justice or law enforcement. Position may qualify for Internship.

Additional Eligibility Qualifications

- Previous experience in campus security or security field.

Affirmative Action Plan/Equal Employer Opportunity (AAP/EEO) Statement

The City of Petoskey is an Equal Opportunity Employer.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.
