

City of Claremont, New Hampshire Position Description

Position Titled:	Seasonal Patrol & Enforcement	Union/Merit:	Merit
Reports to:	Police Chief	Grade Level-Points:	Part Time
Department:	Police	Revised/Updated:	03/20/08
FLSA Status:	Non-Exempt		

Job Summary

Park Patrol serves in the dual capacity as a Parking Enforcement Officer and a Park Ranger I with all the same duties, responsibilities and enforcement authority of the respective positions.

Essential Job Functions

Same as essential Job Functions set forth in Parking Enforcement Officer and Park Ranger I job descriptions

Peripheral Duties

Same as essential Job Functions set forth in Parking Enforcement Officer and Park Ranger I job descriptions

Desired Minimum Qualifications

Same desired minimum qualification as set forth in Parking Enforcement Officer and Park Ranger I job descriptions.

Supervision Received

The incumbent works under the general supervision of a supervisor or higher grade performing regular duties independently. Instructions are provided for new or special assignments. The work is periodically checked on completion or through general observations and evaluated for adequacy and compliance with instructions.

Supervision Exercised

None

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Claremont, New Hampshire

Position Description

Licensing & Certification

None required.

Tools & Equipment Used

Notepad, personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, motor vehicle, bicycle, police radio, chalk stick, pepper spray, telephone, typewriter, calculator, copy machine, and fax machine etc

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, police radio, chalk stick, bicycle

Typical Work Environment: Inside: 10% Outside: 90%

Summary of Occupational Exposures: Duties are regular and recurring. Occasionally the incumbent may exercise some discretion in the issuance of parking or other city ordinance violations. The incumbent may be occasionally exposed to copier, fax and printer inks and fluids as well as exposure to sunlight, insects, domestic animals and all New England weather conditions.

The incumbent's working conditions are typically quiet to moderately loud.

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Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Rarely required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required

<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required

<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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