

City of Fort Worth, Texas Job Description

Classification Title	Chief Deputy City Marshal		
Job Code:	PR1240	Job Family:	Professional
Pay Grade	612	Date Reviewed:	07/03/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of subordinates assigned to enforcement and security duties in all sections of the City Marshal's Office. Ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area or responsibility; and provides supervisory assistance to the City Marshal.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees schedules and coordinates methods for providing lake patrol services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with coworkers on the continuous improvement of city services.
5. Recommends and assists in the implementation of goals, objectives, and implement-approved policies and procedures.
6. Performs the more technical and complex tasks of the work unit, including conducting uniform inspections.
7. Coordinates the research and location of wanted persons utilizing various computers with associated software, directories, law enforcement agencies and business establishments.

8. Oversees the investigation of persons suspected of violating specific court orders; and ensures that detailed information from suspects is obtained.
9. Provides security escort services for money being transferred to City departments and the transfer of prisoners to various jurisdictions; and provides security for municipal court buildings.
10. Coordinates the patrol of lake waters and areas supporting the enforcement of water safety and boating regulations; and issues citations, as necessary.
11. Coordinates the patrol of assigned areas or routes of Lake Worth, including city streets, parks and buildings; monitors various violations of City, Federal and State Laws and ordinances; responds to emergency calls for service; and takes appropriate action.
12. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of law enforcement.
13. Participates in the preparation and administration of the City Marshal's program budget; submits budget recommendations; and monitors expenditures.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a City Marshal program.
 - Principles and procedures of lake patrol.
 - Methods and techniques used to enforce applicable City, State and Federal laws, codes and ordinances.
 - Modern and complex principles and practices of vehicular and boat patrol.
 - Operational characteristics and safe usage of firearms.
 - Occupational hazards and standard safety practices.
 - Principles of business letter writing and basic report preparation.
 - Principles of supervision, training and evaluation.
 - Principles and practices of research and investigation.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Conflict resolution and mediation.
 - Tact and diplomacy.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, organize and review the work of subordinate coworkers.
 - Select, supervise, train and evaluate subordinate coworkers.

- Enforce all City, State and Federal, codes and ordinances.
- Patrol assigned area or route to identify violations of the law, codes and ordinances and take appropriate action.
- Patrol Lake waters to enforce water safety and boating regulations.
- Respond to requests and inquiries from the general public.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college or university with major course work in Criminal Justice, Public Administration or a related field and five years of experience in a law enforcement related field, or security of governmental buildings/structures, or active duty military police experience, including two years of administrative or lead supervisory responsibilities.

OTHER REQUIREMENTS

Valid Texas driver's license.

Valid Advanced Certificate from the Texas Commission on Law Enforcement Officer's Standards and Education within six (6) months of hire.

WORKING CONDITIONS

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

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.