

# **TOWN COMMISSIONER OF DEPARTMENT OF PUBLIC SAFETY ENFORCEMENT**

**Department: Public Safety Enforcement**

**Classification: Unclassified**

**Specification Number: 4200**

**Approved: 10/12/21**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

This title is in the Unclassified Service. Therefore, there are no minimum qualifications for this title.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under the direction of the Town Supervisor, an employee in this title administers and oversees all activities of the Town Public Safety Department. In that capacity the Commissioner has the power to appoint and remove all employees of the Department, oversee confidential investigations and supervise all personnel employed by the department in areas such as fire prevention, code enforcement, public safety, park and beach safety, and emergency management. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Appoints and removes all employees of the Department;
- Administers the Department of Public Safety Enforcement, which includes such areas as public safety, code enforcement, park and beach safety, and emergency management;
- Provides for the protection of Town Property and the health, welfare and safety of citizens using Town Property and facilities.
- Oversees investigations into the facts and circumstances of license applications;
- Supervises Fire Marshals, Ordinance Enforcement Officers, Park Rangers, waterway management personnel and all other subordinate positions in the Department and Divisions;
- Develops and implements public safety programs and procedures, and ensures the training of department personnel;
- Prepares or approves schedules and tours of duty for all staff;
- Personally conducts confidential investigations of code violations and/or of complaints filed against Town officers and employees;
- Prepares and administers departmental budget.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Comprehensive knowledge of relevant laws, ordinances, rules and regulations effective in the town; excellent knowledge of the principles, practices and procedures used in investigative work; ability to explain pertinent provisions of laws and regulations to property owners, municipal officials and the general public and to enforce fire safety and other laws, ordinances, rules and regulations with firmness, tact and impartiality; ability to supervise others in a manner conducive to full performance and high morale; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.