

DEPUTY TOWN COMMISSIONER OF PUBLIC SAFETY ENFORCEMENT

Department: Public Safety Enforcement

Classification: Exempt

Specification Number: 4220

Approved: 10/12/21

Revised: By JG

MINIMUM QUALIFICATIONS

The employee in this title reports to and acts for and in place of the Commissioner of Public Safety Enforcement. Therefore, this title is in the Exempt Class and there are no minimum qualifications for this title.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title acts for and in place of the Commissioner of Public Safety Enforcement and assists the Commissioner in administering and overseeing some divisions of the Town Public Safety Enforcement Department. In that capacity the Deputy Commissioner assists the Commissioner by overseeing the Division of Code Enforcement, the Division of Parks and Beach Safety and the Division of Harbor Patrol; Does related work as required.

TYPICAL WORK ACTIVITIES

- Acts for and in place of the Commissioner of Public Safety Enforcement;
- Assists the Commissioner by overseeing the Division of Code Enforcement;
- Assists the Commissioner by overseeing the Division of Parks and Beach Safety;
- Assists the Commissioner by overseeing the Division of Harbor Patrol;
- Provides for the protection of Town Property and the health, welfare and safety of citizens using Town Property and facilities.
- Assists the Commissioner in the development and implementation of public safety programs and procedures;
- May assist in the preparation or approval of schedules and tours of duty;
- Assists in the confidential investigations of code violations and/or of complaints filed against Town officers and employees;
- Assists with the preparation of the departmental budget.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of relevant laws, ordinances, rules and regulations in effect in the town; good 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.