

**CITY OF RINGGOLD, GEORGIA
JOB DESCRIPTION
POLICE DEPARTMENT**

JOB TITLE: Police Officer

REPORTS TO: Police Chief

DEFINITION:

This is a full-time position performing work in the Police Department under the administration of the Police Chief. All City employees are responsible to the City Manager. This position will perform a wide variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and required work for the maintenance of right-of-ways, easements, and other City-owned property; and will perform other related work as required, some of which will be mechanical. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act.

JOB SUMMARY:

The Equipment Operator is responsible for operating equipment in a safe and appropriate manner. Equipment may include trucks, front-end loaders, dozers, grader, compactors, snow plows and other pieces of equipment. The Equipment Operator must also clean, maintain and secure all equipment as directed policies and procedures. The Equipment Operator must deal with residents and members of the public in a courteous and respectful manner.

EQUIPMENT AND JOB LOCATION:

This employee will operate and maintain light-duty vehicles, dump trucks, tractors, weed-eaters, chain saws, shovels, and various mechanized and non-mechanized hand tools.

Work is usually performed in an outdoor environment, and some tasks may be required during periods of bad weather. The employee will be exposed to loud noise, mechanized equipment, dirt, dust, rain, sleet, snow, heat, chemicals, and foul odors. This position requires a great deal of physical exertion during periods of extreme weather conditions. All City buildings and vehicles are smoke-free.

ESSENTIAL JOB FUNCTIONS:

- Operate equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
- Operate all equipment in a safe and efficient way
- Perform daily safety and maintenance checks
- Clean heavy equipment as scheduled and/or required
- Ensure heavy equipment is safely and securely stored
- Advise the Public Works Director of any requirements for maintenance or repairs

- Participate in routine maintenance
- Practice workplace safety

MATERIAL AND EQUIPMENT USED:

Small Hand Tools	General Cleaning Supplies	Ground Maintenance Equipment
Repair Equipment	Installation Equipment	Building Maintenance Equipment
Vehicles	Dump Trucks	Bobcat
Tractors	Bush Hogs	Backhoes
Front End Loaders		

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be at least 18 years of age
- High School diploma or GED required
- Must possess a valid State of Georgia driver's license and CDL (or 6 months to get one)
- Must have legal authorization to work within the United States of America
- Must pass a pre-employment drug/alcohol screen
- Must be semi-skilled in mechanics
- Must have knowledge of and/or the ability to learn about the care and proper use of tools and equipment used in the maintenance of right-of-ways and easements
- Must have knowledge of and/or the ability to learn occupational hazards and safety precautions.
- Must be able to report for work on time and to perform the duties of the job for the entire workday
- Must be able to work flexible hours with some weekend and holiday work required
- Must be able to perform frequent overtime work, which may involve late night or early morning hours
- Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 100 pounds; and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance
- Must be able to establish and maintain an effective working relationship with other employees and to effectively communicate with the public
- Must have the ability to use good judgment while performing job related tasks

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