



<b>Job Title:</b>	<b>Park Safety/Animal Services Officer</b>	<b>Department/Loc:</b>	<b>Police Department</b>	
<b>FLSA Classification:</b>	<b>Hourly, Non-Exempt</b>	<b>Date Drafted:</b>	<b>September 13, 2022</b>	
<b>Reports To:</b>	<b>Police Lieutenant</b>	<b>Grades:</b>	<b>109</b>	

**Position Summary**

Under occasional supervision, patrols the Cayce Riverwalk Park and adjacent parking areas to maintain a safe and secure environment protecting citizens and property. Monitors the park for maintenance and repair issues and communicates these to the proper department. Interacts with and assists the public who utilize the park. Administers First Aid and CPR in the event of an emergency. Assists Fire Department with any Swift Water river rescues that might arise. Enforces SC State Law, park regulations/rules, and city ordinances as necessary. The purpose of the class is to also enforce animal control laws and ordinances in the City. The class is responsible for picking up stray and assisting with the removal of dead animals if needed, investigating suspected incidents of cruelty to animals, responding to citizen reports of lost or vicious animals and animal attacks and maintaining the shelter.

**Position Responsibilities- Essential**

*This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Responds to calls on Riverwalk Park property from dispatch related to emergency call box activation or public complaints. Patrols assigned park areas; controls traffic; assists motorists and persons in distress; issues traffic summonses, warnings and citations; pursues, apprehends and detains criminals, suspects and traffic violators
- Monitors park activities to ensure park rules are followed by the visiting public; Ensures pets are tethered and owners collect pet waste, and that aggressive animals are removed from the park. Ensures rules regarding alcohol are obeyed. Ensures unallowable activities are not engaged in
- Interviews complainants, victims, witnesses, and suspects in accordance with criminal investigation procedures; gathers, summarizes, and formats case information; interprets applicable state statues and municipal ordinances
- Writes reports to document incidents on the Riverwalk Park to include damage, vandalism, injury, theft, littering, animals at large and other minor incidents; Issues city ordinance violations when appropriate. Testifies in court concerning violations as required
- Monitors repairs and maintenance needs on the Riverwalk and contacts appropriate departments for needed repairs due to normal wear and tear, graffiti, vandalism, theft and natural events; Conducts minor repairs that are within the scope of ability
- Secures and logs in found property
- Observes riverways for swimmers and boaters in distress and ensures pedestrians act in a safe manner
- Observes bridges for persons lingering or climbing on railings; Is aware of possible suicidal or distressed individuals who might be self-destructive



- Constantly monitors the river levels to ensure that any flooding conditions are reported immediately to ensure no City property is damaged due to flood waters
- Checks for vagrants in the area who might pose a risk to personal property or park property through theft, fire or vandalism
- Assists with special events being conducted at the Riverwalk Park and provides security when necessary, at public or City events within the park
- Transports equipment or vehicles to maintenance shop when repairs are needed and ensures the vehicle's fuel and oil are at proper levels
- Removes small obstructions on walkways such as limbs or other small debris; Reports on larger hanging tree limbs or fallen trees that pose a threat to walkers; Identifies and reports other tripping and safety hazards
- Becomes familiar with the Riverwalk Park and answers visitor questions and addresses inquiries concerning the history, natural resources, etc; Prevents the removal of wildlife, plants and landscaping
- Is alert to wildlife that may pose a risk to the public including snakes, rabid animals, etc
- Prevents motorized vehicles from utilizing the Riverwalk
- Maintains records of attendance and permits issued
- Ensures bicyclists and roller-bladers exercise due care when utilizing the Riverwalk
- Contacts proper authorities for any animal bite incidents
- Operates animal control vehicle and animal control apparatus
- Transports animals to City of Cayce Animal Shelter and Lexington County Animal Shelter
- Provides information to the general public regarding animal laws and city ordinances
- Promotes law enforcement cooperation and awareness with school and civic groups; establishes positive community relations
- Participates in safety related training, makes suggestions as necessary; serves on inspection teams when appropriate; Works according to good safety practices as posted, instructed, and/or discussed. Follows safety rules and regulations and uses personal safety equipment
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness

### **Position Responsibilities - Non-Essential/Other**

- All other duties as assigned.

### **Essential Skills and Experience**

- High School diploma and minimum of one (1) year of experience in a customer service-related position.
- Valid SC driver's license and ability to operate a motorized vehicle and a variety of machines including copier, computer, golf cart, radio, etc.
- Must be able to successfully complete a basic first aid and CPR class within one (1) year of hire.
- Must be able to obtain Class 3 Law Enforcement Certification or greater.
- Must be able to write incident reports and citations for violations of law or ordinances.
- Must be able to testify in a court of law.
- Must have a clean criminal and driving history.
- Must be able to pass extensive background investigation, drug screen and physical examination.
- Ability to deal with stressful situations in a polite, competent manner.



- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies and the public.
- Requires the ability to compare and/or judge the readily observable functional, structural or compositional character (whether similar to or divergent from obvious standards) of data, people or things.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information or instructions from supervisors. Must be able to use a mobile radio.
- Requires the ability to read a variety of documents and reports. Requires the ability to complete work orders and prepare warning notices, reports, citations, etc. using the proper format, punctuation, spelling and grammar, using all parts of speech.
- Requires handling or using equipment requiring moderate instruction and experience such as an animal control apparatus.
- Has the ability to speak to the general public with poise, voice control and confidence.
- Has the ability to apply principles of rational systems such as park monitoring in order to solve problems and deal with a variety of concrete variables in situations where only limited standardizations exist; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Must be able to fairly apply ordinances to violators. Must be able to recognize persons in distress and determine what assistance is needed.
- Must be adaptable to performing under high stress when confronted with an emergency.
- Requires the ability to talk, hear and differentiate color.

**Beneficial Skills and Experience**

- Knowledge of the city ordinances, policies and methods.
- Knowledge and understanding of all pertinent laws, codes, ordinances, regulations, and standards.
- Experience in parks and recreation programs, animal control, or related fields.

**Mental & Physical Demands- ADA Guidelines**

**Physical Demands**

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |



**Definitions**

- *N/A* Not Applicable: Activity is not applicable to this occupation
- *O* Occasionally: Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- *F* Frequently: Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- *C* Constantly: Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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