

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: POLICE LIEUTENANT (Job Code 680).**

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#### **GENERAL STATEMENT OF JOB**

Under the direction of the Chief of Police or superior officer, is responsible for planning, scheduling, and coordinating the activities of a designated division, component or assignment. Incumbents supervise and/or manage subordinate department supervisors, officers, and civilians on field and staff operations. Duties may also include an element of personal danger and exposure to adverse weather conditions, while ensuring that departmental rules and regulations are adhered to.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Assigns and oversees the work of subordinate supervisors and their subordinates by monitoring subordinate supervisors, acting as the liaison between upper level management and field/staff personnel, authorizing overtime, leave, and training requests, preparing work schedules within the division, component or assignment, and establishing and evaluating goals and objectives.

Trains and develops subordinate supervisors by providing leadership, assisting in deciphering complicated incidents, discussing administrative issues, grooming for future career advancement, and briefing on changes in laws, regulations, and procedures.

Evaluates subordinate supervisors through completing performance evaluations and reviewing subordinate supervisor evaluations of officers and staff personnel in that division, component or assignment.

Maintains discipline by exercising provisions for establishing his/her own prohibitions, rules, and standards, maintaining positive relationships with subordinate supervisors, ensuring both positive and negative discipline are observed, approving recommendations and reprimands submitted by subordinate supervisors, and conducting verbal counseling. Issues written reprimands when appropriate.

Establishes guidelines for the subordinate supervisors on inspection of facilities, equipment, personnel, etc., and ensures proper inventory control and records are maintained.

Establishes short-term objectives and goals in the division, component or assignment, which are then implemented by the subordinate supervisor(s).

Identifies operational and administrative deficiencies and unilaterally implements change or submits written or oral recommendations commensurate with the lieutenant's authority.

Handles citizen's complaints regarding subordinate supervisors or general service, and ensures that the subordinate supervisor properly investigates all complaints against officers and services offered by the department and the complaint is resolved with the proper course of action being taken.

Responds to serious or complex incidents, either assumes command or oversees subordinate supervisors, monitors action of the officers, and authorizes additional resources as needed, i.e., hostage negotiations, SWAT, C.I.D, crime scene, hazardous materials team.

Provides for the correct and timely completion of all administrative matters concerning members under his or her command, and completes written reports concerning daily activities, division requests, and various projects.

Assists with preparation of the budget in both the planning and implementation stages.

Establishes and monitors progress toward component goals and objectives.

Performs the work of subordinate supervisors if and when required.

May be assigned to a specific functional area requiring specific duties not delegated to the essential functions of Police Lieutenant, thus incumbent may perform the majority of essential functions on a more limited basis, specific areas include, but are not limited to, internal affairs, planning and research, neighborhood policing, criminal investigation, narcotics, personnel and training, or similar assignments as determined by the Chief of Police.

Performs related work as required.

Performs emergency response duties as necessary.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, certified Police Officer, two (2) years of continuous experience at Police Sergeant level, prefer 60 credit hours from an accredited college (major in Criminal Justice, Public Administration, or Management preferred). Must successfully complete all applicable Civil Service requirements.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., subduing subjects, climbing fences.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of federal laws, state statutes, and local ordinances.

Knowledge of all applicable collective bargaining agreements.

Knowledge of crime prevention techniques.

Knowledge of department directives.

Knowledge of First Responder and CPR.

Knowledge of effective supervisory principles and techniques.

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Knowledge of First Responder and CPR.

Knowledge of effective supervisory principles and techniques.

Knowledge of criminal laws including those relative to search, seizure, arrest, and rules of evidence.

Knowledge of methods and practices of criminal investigation and patrol administration.

Skilled in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

Skilled in the operation of motorized vehicles under adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with superiors, subordinates, and the general public.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to learn the geography of the city and surrounding areas.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Ability to exercise discretion.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date