

*Andrew DiGiorgio, Director
Ironwood Public Safety*

CITY OF IRONWOOD

Public Safety Officer

The Ironwood Public Safety Department is currently seeking qualified applicants for the position of full-time public safety officer. To receive consideration, it is preferred that the applicant have a minimum of one-year experience and be MCOLES certified and fire certification is a plus. We will consider applicants with less than preferred experience and qualifications. The applicant must have good interpersonal-public relation skills and be able to work a variety of shifts including holidays and weekends. Applications can be picked up at the City of Ironwood Municipal Building at the City Clerk's Office, 213 S. Marquette Street, Ironwood, Michigan 49938, or by visiting the city website at www.cityofironwood.org. Applications must be returned by January 17, 2020 by 4 pm.

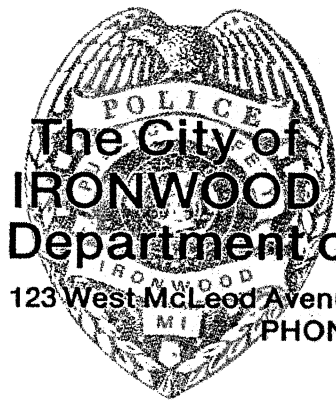
QUALIFICATIONS

- Be 21 years of age
- MCOLES certified or certifiable
- Successfully complete all phases of the hiring process
- Fire Fighter trained (preferred)
- EMT-B (preferred)



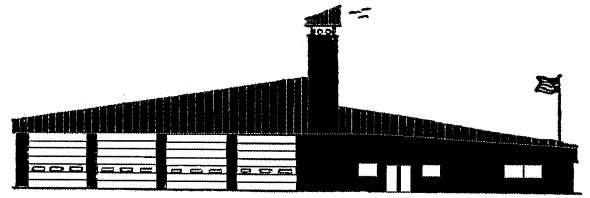
This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender





**The City of
IRONWOOD
Department of Public Safety**

123 West McLeod Avenue Ironwood, Michigan 49938
PHONE: 906-932-1234



Andrew DiGiorgio
Director of Public Safety

CITY OF IRONWOOD

PUBLIC SAFETY OFFICER

General Summary

Upon all certified training will perform police patrol, investigation, traffic regulations, and related law activities. Protects life and property by performing firefighting, emergency medical aid, rescue, and fire prevention duties.

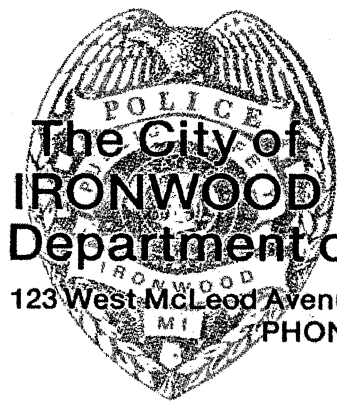
Supervision Received

Reports to Lieutenant or Sergeant

Essential Duties and Responsibilities

An employee in this position may be called upon to do any, or all of the following (Does not include all tasks employee may be expected to perform):

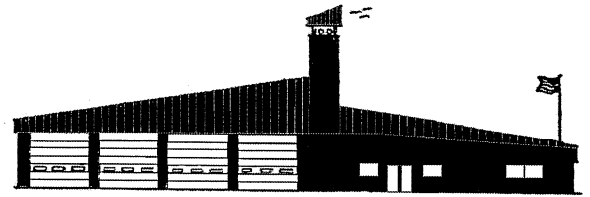
- A. Performs security patrols, traffic control, investigation, and first aid, detection, investigation, and arrests of persons involved in crimes or misconduct.
- B. Does firefighting activities, driving of fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishments tasks. Uses judgment in deciding course of action, being expected to handle difficult and emergency situations without assistance when necessary.
- C. Performs emergency medical activities including administering first aid and providing other assistance as required.
- D. Maintains normal availability by radio, telephones, or computer for consultation on emergencies or other assigned incidents.
- E. Carries out duties in conformance with federal, state, county, city laws and ordinances. Follows department policies, procedures, rules and regulations.



123 West McLeod Avenue

Ironwood, Michigan 49938

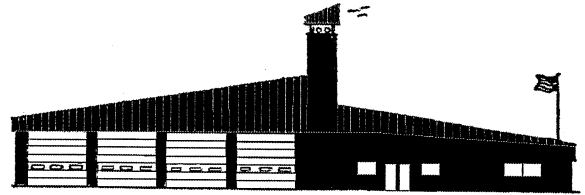
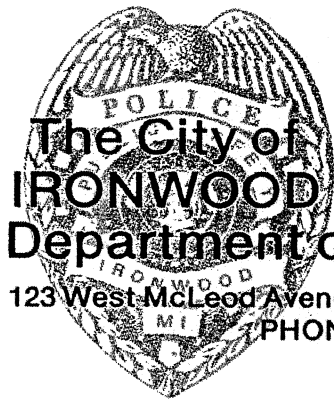
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- F. Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- G. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. takes appropriate law enforcement action.
- H. Interrogates suspects, witnesses and drivers. Preserves evidence, arrests violators, investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scenes. Obtains evidence and found property in accordance with department policy.
- I. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders.
- J. Prepares cases for giving testimony and testifies in court proceedings.
- K. Prepares a variety of reports and records including officer's daily log, reports of investigation, field interrogation report, alcohol related reports, bad check forms, vehicle impoundment forms, traffic hazard reports, citation, etc.
- L. Undertakes community-oriented police work and assists citizens with various issues that affect their safety and quality of life.
- M. Presents programs to the community on safety, crime, medical, and fire prevention topics.
- N. Coordinates activities with other officers or other departments as needed, exchanges information with officers in other law enforcement agencies and obtains advice from city attorney, court clerk, and the Gogebic County District Attorney's office, regarding cases, policies and procedures, as needed and assigned.
- O. Maintains contact with supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about department activities.



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- P. Participates in training drills, attends classes in law enforcement, firefighting, emergency medical and related subjects.
- Q. Maintains police and fire equipment, apparatus, and facilities, performs minor repairs to departmental equipment.
- R. Performs general maintenance work and upkeep of department facilities and equipment. Cleans and makes minor repairs, washes, hangs and dries hose and washes, cleans, polishes, maintains, and tests police, fire and medical equipment.

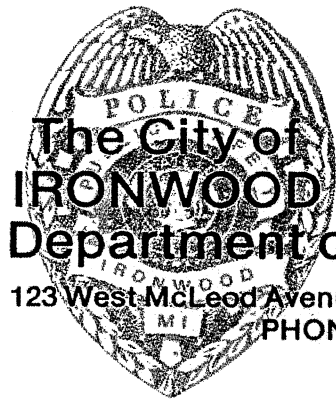
Minimum Qualifications

●Entry Level

- A. Must be 21 years of age or older at the time of employment.
- B. Must possess or be able to obtain, by the time of hire, a valid state driver's license.
- C. Felony convictions, disqualifying criminal histories and extensive traffic violations are not allowed.
- D. U.S. citizen.
- E. Must be able to read and write the English language.
- F. Must be of good moral character and of temperate and industrious habits.

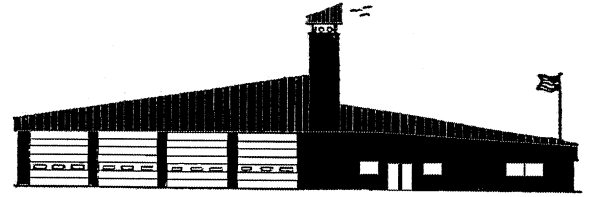
●Education and Experience

- A. High School diploma or equivalent supplemented.
- B. Associates Degree or higher.
- C. Meet all standards set by Michigan Commission or Law Enforcement Standards to serve as a certified peace officer.



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- D. Must obtain FFII status within one (1) year.

Knowledge, Skills and Abilities

- A. Some knowledge of Public Safety principles, procedures, techniques, and equipment.
- B. Some skill in operating the tools and equipment listed below.
- C. Ability to learn the applicable laws, ordinances, and department rules and regulations. Ability to perform work, requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationship with subordinates, peers and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions. Ability to meet the special requirements listed below. Ability to learn the city's geography.
- D. Working knowledge of driver safety and working knowledge of first aid.
- E. Ability to learn the operation of fire suppression and other emergency equipment.

Peripheral Duties

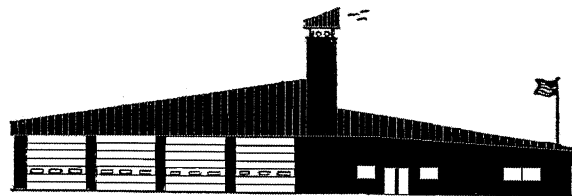
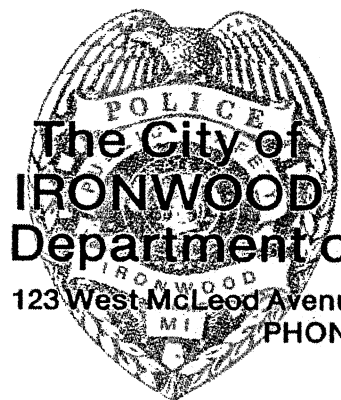
- A. Maintain contact with general public, court officials, and other city officials in the performance of Public Safety operating activities.
- B. May serve as a member of various Department committees.

Supervision/Decision Making

May assist in coordinating and instructing the work of the volunteer firefighters and recruits.

Tools and Equipment Used

Police car, police/fire radio, pager, radar gun, handgun, handcuffs, and other weapons as required. Also must learn to operate fire apparatuses, fire pumps, hoses, ladders and other standard firefighting equipment, emergency medical equipment, various computer programs, and the phone.



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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell.

The employee must frequently lift and occasionally lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Able to handle and cope with stressful situations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you capable of performing with or without reasonable accommodation (special assistance, equipment or other help), the activities involved in the job or occupation for which you have applied?

Yes _____ No _____

Describe how you would perform the job function involved in the job or occupation for which you have applied.

EDUCATION				
	High School	Vocation/Technical	College	Graduate
School Name & City/State				
Did you graduate? (If not, number of credit hours completed)	Yes ___ No ___	Yes ___ No ___	Yes ___ No ___	Yes ___ No ___
Degree/Certificate				
Major/Minor				

Describe any specialized training, apprenticeships, internships, skills, licenses, certificates, and extracurricular activities that pertain to the position(s) for which you are applying.

List professional, trade, business group membership and officer held and volunteer work excluding group names that the name and character of which indicate race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class.

REFERENCES

(Do not include relatives or former employers)

Name	Address	Telephone Number

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States of America or in a State National Guard which is directly related to the position which you are applying for? Yes _____ No _____

If yes, what branch? _____ Rank at discharge _____

Date of discharge _____ Were you dishonorably discharge? Yes ___ No ___

(Please note: A dishonorable discharge from the military will not necessarily be a bar to employment.)

EMPLOYMENT HISTORY

List each job held. Start with your present or last job first.

Employer: _____
Address: _____ Phone: _____
Start Date: _____ End Date: _____
Job Title: _____
Hourly Rate/Salary Start: _____ End: _____
Supervisor: _____ Reason for Leaving: _____
Work Performed: _____

Employer: _____
Address: _____ Phone: _____
Start Date: _____ End Date: _____
Job Title: _____
Hourly Rate/Salary Start: _____ End: _____
Supervisor: _____ Reason for Leaving: _____
Work Performed: _____

Employer: _____
Address: _____ Phone: _____
Start Date: _____ End Date: _____
Job Title: _____
Hourly Rate/Salary Start: _____ End: _____
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Work Performed: _____

Employer: _____
Address: _____ Phone: _____
Start Date: _____ End Date: _____
Job Title: _____
Hourly Rate/Salary Start: _____ End: _____
Supervisor: _____ Reason for Leaving: _____
Work Performed: _____

AGREEMENT AND UNDERSTANDING

1. I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal.

Signature _____ Date _____

2. I waive written notice from my current employer and from any former employers regarding the disclosure of disciplinary reports, letters of reprimand, or any other notices of disciplinary action contained in my personnel records (even if more than four (4) years old). This waive is made pursuant to the Bullard-Plawecki Employee Right to Know Act.

Signature _____ Date _____

3. I authorize the references and current and former employers listed in this application to give the City of Ironwood any and all information concerning my current and previous employment and any pertinent information they may have (even if more than four (4) years old) and release all parties from any liability for any damages that may result from furnishing such inquiries.

Signature _____ Date _____

4. I authorize the City of Ironwood to release any information (even if more than four (4) years old) relating in any way to my employment including disciplinary reports, letters of reprimand or any other notices of disciplinary action when such information is requested by any prospective or subsequent employers without any obligation (by them or the City) to give me any notice of such disclosure.

Signature _____ Date _____

5. I understand that any employment offer is conditional upon the result of the drug screening test and the post offer pre-employment medical examination and the background investigation (when applicable based on the position sought).

Signature _____ Date _____

6. I have read the attached job description. If employed, I understand that if I am or become handicapped and in need of accommodation for employment, I must notify the City in writing within 128 days after the need is known or reasonably should have been known to me. Failure to properly notify the City will preclude any claim that the employer failed to accommodate the handicapper.

Signature _____ Date _____

Applicants for NON-UNION positions read and sign paragraph 7. Do not sign paragraph 8.
Applicants for UNION positions read and sign paragraph 8. Do not sign paragraph 7.

7. In consideration of my employment, I agree to conform to the rules and regulations of the City of Ironwood, as they may be amended or changed from time to time, and agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of either the City or myself. I understand that no officer or representative of the City has the authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, except the City Manager and any such agreement must be made in writing, directed to me personally. I further acknowledge that no one has made any representation or statement to the contrary to the City's employment at-will policy or about the City's economic outlook or stability to me, either orally or in writing, and I acknowledge and understand that no one has the authority to make such representation of statements to the contrary in the future.

Signature _____

Date _____

8. In consideration of my employment, I agree to the rules and regulations of the City of Ironwood. I further acknowledge I will be on probationary status for a minimum of _____ days from the date of my hire. As a probationary employee, I understand my employment and compensation can be terminated at any time with or without

Signature _____

Date _____

9. I agree that any lawsuit against the City, arising out of my employment or termination of employment including but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filled within six (6) months of the event giving rise to claims or be forever barred. I waive any limitation period to the contrary.

Signature _____

Date _____

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF EACH OF THE ABOVE NINE (9) INDIVIDUAL STATEMENTS, AS INDICATED ABOVE.

Signature _____

Date _____

ACKNOWLEDGEMENT

Please read carefully before signing.

I acknowledge and agree that all statements made herein are subject to investigation and confirmation by the City and that the information I have supplied is correct to the best of my knowledge. I understand that any deliberate falsifications, misrepresentations, or omissions of fact may preclude any offer of employment, or may result in the withdrawal of any employment offer, or may result in discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

I hereby authorize the release from liability any former employer, educational institution, or other person or institution to questions pertaining to information in the application, and to release the details of my work, skills, or action in any transaction and to provide documentary evidence thereof to the City of Ironwood. Further, I release the City of Ironwood from liability that might result from an investigation.

I understand that the use of this application does not indicate there are positions available, nor does it imply or create an employment contract. I understand that the only employment contracts are those specifically authorized by the City of Ironwood management which have been reduced to writing and have been executed by both the employee and an authorize representative of the City of Ironwood. Accordingly, I understand that no employment contrite, either expressed or implied, for any period, is created hereby should the City of Ironwood hire me.

If hired, I understand that my employment is at-will (*just cause* for union employees), and can be terminated at any time, with or without notice, for any reason at the option of either the City of Ironwood or me. Should the City hire me, I agree to observe all the City's policies, practices, and procedures currently in existence and new revised ones, which be issued in the future.

Signature _____ Date _____