

City of Chattanooga
Classification Specification Title: School Patrol Lieutenant

Department: Police

Pay Grade: GS.06

Supervision Received From: School Patrol Sup.

FLSA Status: Non-Exempt

Supervisory Responsibility For: School Patrol Officer

Established: 6/29/07

Revised Dates: 4/4/25;

10/20/23; 8/02/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising school patrol employees. Duties include: assigning work, supervising school patrol and special event activities, and preparing reports. Work requires limited supervision.

NOTE: This is a part-time position.

SERIES LEVEL: The Lieutenant Field Supervisor – School Patrol is second in a series of three civilian classifications in the Police Department.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and assisting with making hiring, termination and disciplinary recommendations.

Assists personnel engaged in protection and safety of school children at designated/marked street crosswalks and related activities; observes and monitors employees field performance; monitor vehicular traffic at zones.

Responsible for reporting the attendance of the school patrol officers, ensuring that all posts are covered in the event of absence of school the school patrol officer assigned; to include contacting school patrol officers as needed to work special events.

Responsible for dissemination complaints and/or requests received from school patrol officers regarding their zones to your Supervisor; responsible for reporting follow-up back to school patrol officers regarding complaints and/or requests.

Reports questions, complaints and requests for information from citizens, motorists, Principal/Teacher or other interested parties within assigned zones to the School Patrol Supervisor.

Fills in as alternate when needed or and where there is a shortage of school patrol personnel in or out of assigned school zone; performs other related duties.

Will also drive city vehicles during shifts and work some Saturday and Sunday Special Events.

Reports and meets with the supervisor one day out of the week regarding school patrol officers in assigned zones that have been evaluated.

Meets with the Principal located in assigned school zones and works closely with school officials and other appropriate departments as needed.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and three (3) years of experience as a School Patrol Officer; or any combination of equivalent experience and education. Criminal backgrounds will be performed on all candidates to ensure the safety of the children. Must have own transportation to the job site, be in good health and be willing to work outdoors in all types of weather.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

SUPPLEMENTAL INFORMATION

Knowledge of supervisory principles; school patrol techniques and methods; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures and customer service principles.

Knowledge of customer service principles, as well as City and County ordinances as they pertain to local school zones.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; providing customer service; supervising school zone activities; communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.