

CITY OF CHATTANOOGA

Classification Specification Title: School Patrol Officer Supervisor

Department: Police

Pay Grade: GS.08

Supervision Received From: Police Sergeant

FLSA Status: Non-Exempt

Supervisory Responsibility For: School Patrol Officer

Established: 6/29/07

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervisory activities related to school patrol employees. Duties include supervising school patrol and special event activities; performing payroll activities and preparing related reports. Work requires limited supervision.

SERIES LEVEL: The School Patrol Supervisor is third 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 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 employee field performance.

Reports violations of city and state codes, ordinances, laws and regulations in order to protect life and property, prevent crime and promote security; follows up on reports of motorists in violation of passing school buses in school zones.

Works closely with school officials to ensure safe school crossing; contacts appropriate departments to maintain signs and painted areas required for school crossing sites.

Responds to questions, complaints and requests for information from citizens, motorists, officers and/or other interested parties; changes information with city and county school bus transportation authorities and the school board for information relevant to scheduling.

Reviews documents processed by subordinates to ensure accuracy; prepares and maintains files and administrative records including daily activity reports, OSHA reports, citations, hazard reports, and accident reports.

Prepares, reviews and responds to a variety of forms, logs, requests, records, reports, correspondence, and various other documents.

Cooperates with and assists federal, state and local law enforcement agencies and their officers or representatives when activities are related to investigations within City jurisdiction.

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 five (5) years of progressively responsible school patrol experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver 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.

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, etc. 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.