

City of Fernandina Beach
Job Description


City Manager's Signature
9.10.14
Date

Title: Police Sergeant
Department: Police
FLSA Status: Non-Exempt
Reports to: Police Captain
Pay Grade: 26

Minimum Qualifications

- A. Education and Experience:
High school graduate or possession of an acceptable equivalency diploma. Special courses in supervision and police management. Five (5) years experience as a certified sworn officer. A comparable amount of training, education or experience can be substituted for the minimum qualifications.)
- B. Certifications:
Florida Law Enforcement Certification.
Valid Florida Driver's License.
- C. Knowledge, Abilities, and Skills:
Knowledge of police supervisory concepts and practices, modern police methods and procedures. Knowledge of rules and regulations of the department. Knowledge of Federal, State and municipal and controlling court decisions. Knowledge of physical and social characteristics of the City. Ability to plan, assign, instruct, supervise and evaluate the work of subordinates. Ability to analyze situations quickly and objectively to determine proper actions to be taken. Ability to deal courteously and fairly with the public. Ability to write, read and speak effectively. Skill in the care and use of firearms.

General Description

Responsible work involving primary supervision, direction and control of Road Patrol subordinates on a shift. Field supervision responsibilities over all areas to which assigned.

Essential Functions

1. Supervises and participates in general police officer duties, responds to major police, accident and fire calls on a shift.
2. Assists and instructs officers in investigations and other unusual situations.
3. Explains and interprets the general and special orders.
4. Instructs and advises new patrol officers in various phases of police operations.
5. Receives, reviews, and approves field reports.
6. Assists in the development of strategies in combating crime. Insures officers are familiar with crime problems in their assigned zones.
7. Conducts daily roll call for shift.
8. Maintains discipline of subordinates by inspection, evaluation, counseling and enforcement of department orders and directives.

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9. Other duties as assigned.

Essential Physical Skills

Acceptable eyesight (with or without corrections). Acceptable hearing (with or without corrections). Ability to communicate both orally and in writing. Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations. Light (up to 15 pounds) lifting. Walking, running, standing, bending, climbing, jumping, stooping. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions in or with moving objects or vehicles. Hazardous and stressful conditions at times.

Key Competencies: Integrity, Analysis, Judgment, Attention to Detail, Interpersonal skills, Communication (oral and written)