

# Certified Deputy Snow



## Position Description

**Status**

Irregular Part-Time

**Compensation**

B22

**Bargaining Unit**

Non-bargaining

**Reports to**

Snowmobile Sergeant

**Supervises**

none

**Position Category**

Specialist

**Summary**

Responsible for patrolling the numerous trails within Allegan County and enforcing snowmobile law violations, write and issue citations, complete arrests when necessary, respond to snowmobile emergencies, complete written reports, and investigate all snowmobile accidents.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Completes maintenance on department owned snowmobiles each scheduled shift. The maintenance may include checking fluids in motor, inspecting and checking all electrical lighting including the emergency equipment, inspecting snowmobiles for wear and damage that may require repair, and perform cleaning duties.
2. Perform proactive patrols on the snowmobile trails in Allegan County to provide snowmobile law enforcement services. This may include safety checks of snowmobiles on the trails for required safety equipment, verification of snowmobile registration, compliance of state laws and local ordinances, and the enforcement of snowmobile law violations.
3. Prepare required reports daily which collect vital information that is used for reporting to the State of Michigan annually as required by the Department of Natural Resources Snowmobile Enforcement Grant. These reports are completed for all dispatched and initiated complaints.
4. Communicate with individuals about safety practices and interview when necessary to gain information needed for an investigation.
5. Safely operate an assigned motor vehicle and snowmobile. Must be aware of the geography of the County and be able to perform safely while in high stress situations or emergency responses.
6. Conduct annual Snowmobile Safety Certification classes using the curriculum provided by the Department of Natural Resources to provide the public with the essential knowledge of snowmobile operation in accordance with all state and Federal laws.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in an outdoor setting where the employee may need to deal with individuals in various states of intoxication, emotional, and mental conditions; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others.

## **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.

While performing the duties of this job, the employee often work from unstable platforms due to being on snow and ice which is subject to falling; must be able to control their movements and the movements of others while ensuring their safety; are exposed to extreme cold conditions which is magnified by being in the wind.

## **Travel**

Travel is required throughout the County.

## **Required Education and Experience**

1. High School Diploma or equivalent (G.E.D.).
2. Certified in the following: Firearms qualification, CPR, First Aid, Blood Borne Pathogens, LEIN certification, Defensive Tactics, Unified Incident Command Training, Data Master, and Standard Field Sobriety Testing.
3. Michigan Commission on Law Enforcement Standards (MCOLES) Certified.
4. Possess a Valid Michigan Driver's License

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_