



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Beach Service Officer
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Department: Police
Pay Grade: \$18 per hour
FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this position is to enforce City Code ensuring compliance throughout the City of rules and regulations on the beach. Position is responsible to patrol the beaches, respond to ordinance violation calls and assist the beach safety initiatives in the City.

ESSENTIAL JOB FUNCTIONS:

- Patrols beach for city ordinance violations and takes appropriate action, i.e. tagging debris (tents, chairs, etc.) and fills in holes on beach.
- Assist with locating missing persons.
- Directs traffic in the business district.
- Assist with sign maintenance.
- Assist Law Enforcement Officers when directed.
- Assists with training new staff in special services.
- Deploys cross walk signs at designated locations.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Possession of a valid South Carolina driver's license.

Knowledge, Skills and Abilities:

- Knowledge of records maintenance procedures.
- Knowledge of the geography of the city.
- Knowledge of department policies and procedures.
- Ability to work well with colleagues and the general public.
- Ability to understand and follow orders.
- Ability to communicate clearly and succinctly both verbally and in writing.
- Ability to perform regular duties on a self-initiating basis with minimal supervision.

- Ability to Communicate via two-way radio and telephone; operating a computer and various programs; and maintaining records.
- Ability to deal effectively with the public, community groups, and those contacted in the course of work.
- Ability to utilize patience, tact, diplomacy and courtesy in dealing with the public and employees.
- Ability to act quickly and effectively in emergency situations.
- Ability to work an irregular schedule, which includes holidays, evenings, and/or varying hours, as assigned.

PHYSICAL DEMANDS:

The physical demands consist of very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The incumbent must have the ability to balance while maintaining body equilibrium; climb, crawl, and crouch by bending the body downward; use hands and fingers to feel, grasp, and handle; hear by perceiving the nature of sounds at normal speaking levels; kneel by bending legs to come to a rest; mental acuity; use hands and arms to lift, pull, push, and reach; make repetitive motions; speak and talk, stand, walk, and stoop; and use visual acuity by viewing things including color, depth perception, and field vision.

WORK ENVIRONMENT:

Work is typically performed in a variety of daily environmental conditions, both indoors and mostly outdoors, with exposure to wide and extreme temperature variations including wetness and/or humidity.

The City of Isle of Palms has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date