

TITLE: Chief Marshal

MAR/1

DEPARTMENT: Marshal's Office, Fayette County

JOB SUMMARY: This position is responsible for directing the county's code enforcement and risk management functions.

MAJOR DUTIES:

- o Supervises the department's enforcement function, including patrols and investigations.
- o Administers the Substance Abuse Policy and related testing procedures.
- o Supervises the processing of insurance claims against and for the county.
- o Supervises background investigations for new employees, volunteers, and business licenses.
- o Supervises mandatory training for county employees including flagging, defensive driving, Highway Watch, and commercial licensing classes.
- o Supervises security for county offices and for Board of Commissioners and Zoning meetings.
- o Provides citation service for other departments.
- o Investigates and negotiates restitution claims against the county.
- o Serves as chair of the Accident and Safety Review Committee.
- o Supervises internal criminal and policy violation investigations.
- o Supervises the maintenance of Pay Parking machines.
- o Serves as a member of the 911 Advisory Board.
- o Supervises beer and wine business inspections.
- o Supervises the Community Service and Health and Safety Programs.
- o Supervises the coordination of special events with other agencies and departments for traffic, crowd, and safety control.
- o Provides classes for civic groups, schools, colleges, and police academies.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of criminal justice, criminal law, and procedures.
- o Knowledge of law enforcement tactics, weapons, and equipment.
- o Knowledge of county policies, codes, and regulations.
- o Knowledge of state and federal regulations.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of departmental rules and regulations.
- o Knowledge of county geography, streets, roads, and buildings.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Ability to operate assigned departmental vehicles and equipment, including firearms.

SUPERVISORY CONTROLS: The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include departmental procedures; county policies, ordinances, and codes; state laws and regulations; federal laws and regulations; and court rulings. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, supervisory, administrative, and law enforcement duties. Potentially confrontational situations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct activities of the department. Success in this position contributes to the enforcement of codes and ordinances and contributes to the safety of county personnel and citizens.

PERSONAL CONTACTS: Contacts are typically with co-workers, civic leaders, elected and appointed officials, property owners, and members of the general public.

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PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Marshal – Lieutenant (1), Deputy Marshal – Sergeant (1), Deputy Marshal- Investigator (1), Deputy Marshal – Training (1), and Deputy Marshal (6), and Administrative Assistant (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

EXEMPT/HIPAA/IWE

- o Knowledge and level of competency commonly associated with completion of master's degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of experience.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.