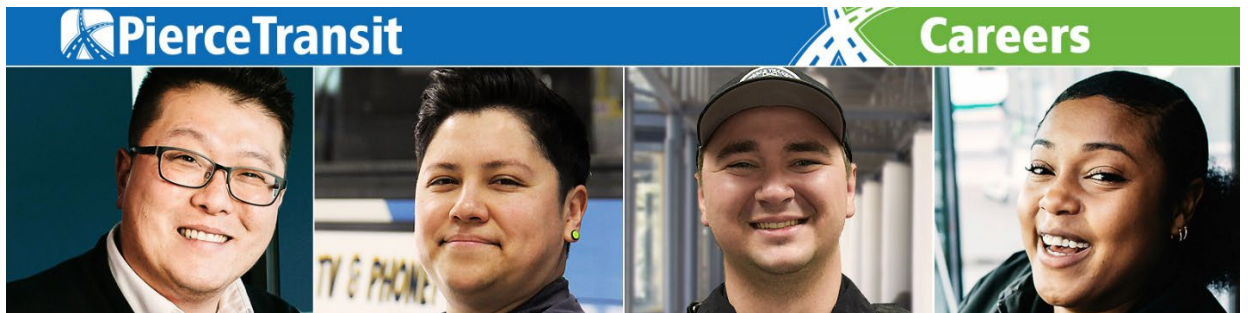


## Pierce Transit

# Public Safety Sergeant

<b>SALARY</b>	\$43.57 - \$55.13 Hourly	<b>LOCATION</b>	Lakewood, WA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	5712-23A
<b>DEPARTMENT</b>	Service Delivery and Support	<b>OPENING DATE</b>	09/27/2023
<b>CLOSING DATE</b>	10/13/2023 4:00 PM Pacific		

## Description



**Pierce Transit is dedicated to fulfilling the mission of improving the quality of life in our community by providing safe, reliable, innovative, and useful transportation services that are locally based and regionally connected.**

We are currently recruiting to fill the position of Public Safety Sergeant in the Public Safety Department currently based at the Pierce Transit Headquarters, located in Lakewood, WA.

The Public Safety Sergeant leads a team of Public Safety Officers (PSOs), who are responsible for providing public safety services across the Pierce Transit system, including all employees, customers, and assets. We are looking for an experienced public safety professional who will lead by example providing a positive, professional, and inspired work environment.

The individual we are looking for will have exceptional interpersonal skills and an even, steady demeanor. They will need to step into the role with the experience and knowledge necessary to respond appropriately to public safety related calls for service.

Serving as a direct liaison between the transit system and other first responders, the Public Safety Sergeant ensures that appropriate measures are taken to control and contain all field incidents by directing resources as necessary in response to emergencies. To ensure success in the position, the person we hire will need to demonstrate:

- Strong leadership skills for day-to-day management and operational effectiveness
- Resiliency, dependability, and sound judgment in dealing with daily operational challenges.
- High adaptability and the ability to work well under pressure, taking command and diplomatically controlling difficult situations.
- Exceptional communication skills and an understanding of what information needs to be shared, when and with whom, to ensure timely dissemination of information as appropriate.
- Strong professional writing skills to complete detailed and accurate reports, develop correspondence, record achievement and performance management of staff and other related tasks.

**BENEFITS:**

At Pierce Transit, our employees' health is important to us too! That's why we offer two on-site gyms and an incredible Wellness Program in addition to excellent medical, dental, and vision packages.

If your career goals change while you're employed, we are here to help. Pierce Transit offers \$5,000 per year (up to a total of \$18,000) in Tuition Assistance after your one-year anniversary. Certifications, and career skills must be connected to a position at Pierce Transit.

All employees of Pierce Transit are required to participate in the Washington State Public Employees' Retirement System (PERS). Pierce Transit offers two Public Employees Retirement System (PERS) plans to choose from, [PERS2](#) and [PERS3](#), as well as a matching program for 457 deferred compensation.

Employees are not covered under the Social Security System except for a 1.45% payment for Medicare.

**PAID LEAVE:**

Full-time Pierce Transit employees receive 11 paid holidays, 2 personal paid holidays, 6 days of major sick leave, and 22 days of paid time off (PTO) per year.

Part-time employees receive pro-rated leave, to include major sick leave, PTO, and holiday pay. PTO accrual rates increase per policy.

## **Essential Functions**

*The following functions are not intended to serve as a comprehensive list of all duties performed 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.*

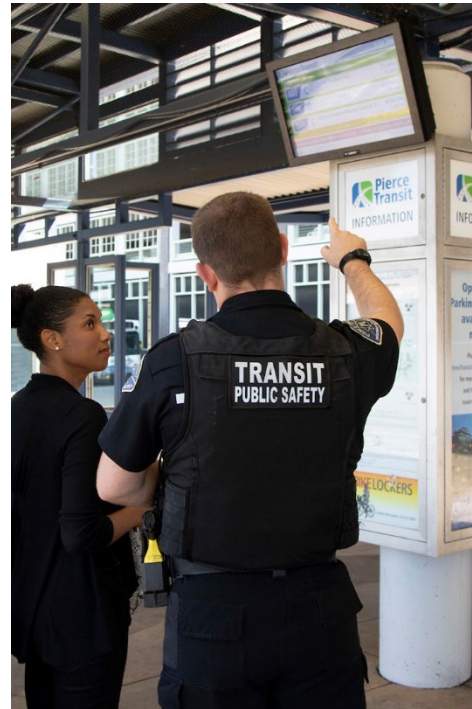
- Supervises the work of assigned personnel, to include assigning and reviewing work to ensure ongoing coverage of critical transit system security.
- Mentors and provides guidance to assigned Public Safety Officers, setting expectations, conducting performance evaluations. recommending corrective or disciplinary action as appropriate.
- Organizes, updates, and administers the new hire Training Academy and field training program.
- Develops, drafts, administers, and enforces departmental policies.
- Conducts preliminary incident investigations and interviews. Evaluates incident to determine if law enforcement intervention is required.
- Reviews and approves Security Incident Reports (SIR's), criminal citations, notices of infraction (NOI), and police reports prepared by public safety officers .
- Patrols transit facilities and assists passengers with problems. Enforces laws and policies and supports other law enforcement agencies assigned to protect the Pierce Transit system.
- Supports the transit communication center and other field operations during public safety-related incidents and assists with coordinating response to those incidents.
- Prepares and provides training and instruction.
- Serves as back-up administrator to designated security system(s).
- Participates in collective bargaining, on behalf of the agency.
- Completes reports and testifies in court as required.
- Demonstrates reliable and consistent attendance.
- Performs related work as required.

**Knowledge of:**

- Federal, state and local laws, ordinances, rules, regulations, codes and policies
- Report and document writing techniques
- Principles and practices of employee supervision in a public safety environment
- Negotiation techniques and consensus building
- Training principles and methods
- Current trends and changes in law enforcement
- Agency procurement policies
- Business English
- Standard office procedures
- Microsoft Office products

**Ability to:**

- Maintain confidentiality of information
- Manage and administer programs
- Maintain inventory of department assets
- Interpret contract language
- Forecast agency needs
- Prepare clear and concise reports
- Establish and maintain effective working relationships
- Meet schedules and deadlines of the work
- Follow verbal and written instructions



## Qualifications

**Minimum Qualifications****Required:**

- Associate degree in Criminal Justice, Law Enforcement or business administration or a related field and
- Three (3) years of experience in public safety to include law enforcement, corrections, military police, public security or a related field
- Experience may be substituted for education on a year for year basis.

*Any required education must come from an accredited college or university whose accreditation is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) or foreign equivalent.*

## **Desired Qualifications**

- Public sector transit agency, or transportation experience desired.
- Law Enforcement or Military Police experience.
- First Aid and CPR certified.

## **Licensing, Certifications and other Legal Requirements**

- Individuals must pass a background check including fingerprinting and/or a polygraph test.
- Must possess and maintain a valid Washington State driver license with acceptable driving record throughout employment.
- Clearance is required prior to accessing Joint Base Lewis-McChord (JBLM). Employees in this classification are subject to recurring background checks conducted by JBLM.

## **Special Requirement**

Due to the highly sensitive nature of this position a candidate must pass a pre-employment background investigation that includes but is not limited to a criminal history check (to include a credit check), fingerprinting, polygraph, psychological and medical examinations. Additionally, candidates may be asked to attend an in-person Chief interview. The successful candidate will be required to complete First Level Certification from the Criminal Justice Training Center within the first year of hire.

## **Physical Requirements**

The position involves light physical demands, such as exerting up to 40 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. May occasionally need to move items from 5 to 40 pounds.

## **Working Conditions**

This position may work in an office or outdoor environment. Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.

Employees will be assigned to regular shifts including day, swing or graveyard.

May serve on rotating 24-hour on call.

May be required to work overtime to cover other shifts.

## **Supplemental Information**

## **Application Instructions**

To be considered for this vacancy, you **must apply online and submit a cover letter and resume:**

1. The online application must include a chronological work history and/or education, applicants *(A resume will not substitute for completing the employment history section of the application)*
2. Submit a cover letter and resume as an attachment to the application.
3. At least 2 professional references to include a current or recent supervisor with names, phone numbers and email addresses.

### **READ THE FOLLOWING INFORMATION COMPLETELY:**

- Carefully review your application for accuracy, spelling and grammar before submitting.
- Please ensure that your work history has been updated to include employment end dates as applicable.
- The initial screening of applications will be solely based on the information provided in the supplemental questions and the content and completeness of the "work experience" and "education" sections of your application at [www.piercetransit/careers/](http://www.piercetransit/careers/).
- A resume will not substitute for completing the "work experience" section of the application.
- All information may be verified, and documentation may be required.

For questions regarding this recruitment or assistance with the application process, please contact Pierce Transit Employee Services @ 253-581-8095 or @ [jobs@piercetransit.org](mailto:jobs@piercetransit.org)

If you are having technical difficulties creating, accessing or completing your application, please call NEOGOV toll-free at (855) 524-5627 or email [support@neogov.com](mailto:support@neogov.com).

### **Pierce Transit Is An Equal Employment Opportunity Employer**

Pierce Transit has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Pierce Transit's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to recruitment, hiring, selection for

training, promotion, transfer, demotion, layoff, termination, rates of pay and all other forms of compensation, including benefits, and all other terms and conditions of employment.

**Agency** Pierce Transit

**Address** 3701 96th St. SW  
Lakewood, Washington, 98499

**Phone** (253) 581-8095

**Website** [piercetransit.org/careers](http://piercetransit.org/careers)

## Public Safety Sergeant Supplemental Questionnaire

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### QUESTION 1

I understand that due to the sensitive nature of the position a background investigation will be conducted. The successful candidate will need to submit to and pass a background check, credit check, fingerprinting, polygraph and physical assessment/drug screen.

Yes, I understand these are required and I am willing and able to fully participate.

No, I am not willing to take part in these required steps.

### QUESTION 2

Which of the following best describes your highest level of education in Criminal Justice, Law Enforcement, Business Administration or related field.

High school diploma or GED

Associate degree

Bachelor's degree

Master's degree or higher

My degree is not in one of the identified fields of study

### QUESTION 3

How many years of experience do you have working in public safety (to include experience in law enforcement, corrections, military police, public security or a related field)?

I do not have this experience

I have less than 3 years of experience

I have 3 years to less than 5 years of experience

I have 5 or more years of experience.

### QUESTION 4

Have you been enrolled in, attended, or participated in any of the following? Please select all that apply.

Basic Law Enforcement Academy

Fire Service Academy

Military Reserves

National Guard

None of the above

#### QUESTION 5

This position requires proof of citizenship. Will you be able to provide proof of citizenship upon request?

Yes

No

#### QUESTION 6

A cover letter explaining your interest in the position and a resume highlighting your relevant experience is required to be considered for this position.

Yes, I attached a cover letter and resume

No, I did not attach a cover letter and resume and understand I may not be considered for this opportunity

\* Required Question