

City of Adams

Job Description

Transport Officer

POSITION INFORMATION

Overall Purpose/Summary: Under the general direction of Chief of Police, responsible for the security and transport all detainees under an emergency commitment order to the approved care facility, and other transports of detainees as may be necessary.

Status: Occasional - Non-Exempt

Salary: \$15.00/hour

Law Enforcement/Corrections experience preferred

General Statement of Duties

Principal Duties and Responsibilities:

- Transports all male or female detainees as required.
- Works individually or as team to transport inmates/detainees, etc.
- Attend scheduled training.
- Regular attendance and punctuality required.
- Performs related duties as may be required or assigned.

Minimum Requirements

- Must be 18 years of age or older.
- High school diploma or GED equivalent.
- Law enforcement or military experience is preferred.
- Valid Wisconsin driver's license.
- No felony or domestic abuse convictions.
- Ability to use all standard law enforcement equipment.
- React quickly and effectively to stressful situations.
- Ability to work with a minimum of supervision.
- Ability to communicate effectively with detainees, staff, other agencies and members of the public.
- Ability to maintain equipment in good working condition, using preventive maintenance practices in the use and care of all City of Adams vehicles.
- Ability to solve problems in regard to operation of vehicles and detainee welfare.
- Ability to operate police radio.
- Must meet the requirements of City of Adams vehicle use policy.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, sit, use hands and/or fingers to handle or operate objects, talk, hear, and operate a motor vehicle. The employee is occasionally required to run, reach with arms, climb, balance, and stoop, kneel, crouch, crawl, and taste and smell.

The employee may occasionally lift and/or move more than 100 pounds.

Vision must be correctable to 20/20 with color vision.

Exposure to blood-borne pathogens is considered high for this position.

Work Environment

Must drive automobile in all weather conditions. Occasional work in adverse interpersonal situations.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid condition, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Adams retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

The City of Adams is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Adams will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.