

MAHONING VALLEY SANITARY DISTRICT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title:	Chief Patrol Officer	Employee Name:	MVSD
Class Title:	Chief Patrol Officer	Class Number:	Management
Dept./Div.:	Security	Bargaining Unit Status:	Excluded
Reports to:	Director of Administrative Services	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

The Chief Patrol Officer is responsible for the MVSD Security Department overseeing all security measures, engaging in safety activities and resource protection. Responsible for planning, evaluating and reviewing of all services and programs in view of the District's mission as it relates to the Security Department. Establishes operating policies and procedures to ensure adequate execution of duties. Appraises and evaluates results of overall operations regularly and periodically reports findings to the Director of Administrative Services.

ESSENTIAL DUTIES:

- Coordinate with local fire departments on matters of life saving, body retrieval, fire and chemical spills
- Ensure effective exchange of information with other law enforcement agencies and local fire departments
- Coordinate inspections on District property (county and state bridges, wildlife inspections)
- Prepare and maintain records and reports
- Purchase equipment and present recommendations and studies product selection data prior to purchasing
- Develop and establish operating policies consistent with overall policies and objectives and ensure adequate execution
- Develop proactive programs to maintain security
- Audit all daily reports and daily time sheets completed by security personnel for completeness, accuracy, proper grammar, and spelling. Coordinate employee work schedules and review employee time and authorize overtime
- Conduct appropriate follow-up investigation on all reports
- Act as a liaison for MVSD with members of other area safety forces to include Police, Fire and Emergency operations. Foster and maintain a close working relationship with local Police Departments, State and Federal Agencies and provide necessary support, cooperation and sharing of information. Maintain a working relationship with the local agencies in case of emergencies or a disaster.
- Assist with interviews for the MVSD Patrolman position, provides recommendations
- Direct and manage staff; coach and counsel all members of the MVSD Patrol Officers staff as needed or required and recommend discipline when appropriate. Monitor the work of employees and ensure compliance with District policies and procedures
- Develop and monitor departmental goals and objectives, as well as performance standards
- Coordinate and schedule mandatory departmental training of the MVSD Patrol Officers staff based on need and mandated training schedules
- Ensure that alarms and security cameras are functioning
- Coordinate and encourage operational consistency with all Patrol Officers regarding sharing

Date Adopted: 06/10/1994

Developed by:

Date Revised: 04/15/2025

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information and shift activities

- Evaluate employee performance and maintain proper records
- Recommend applicable seminars, conferences and specialized training that will be utilized and shared with all the MVSD Patrol Officers
- Attend meetings and serve on temporary committees, as requested
- Assure MVSD Patrol Officers vehicles are adequately maintained, and any issues or repairs are promptly reported
- Demonstrate a willingness to work together not only with department members, but also with other departments and employees at the MVSD
- Create an environment which fosters personal and professional growth and development within the MVSD Patrol Officers Department and that encourages a sense of unity and teamwork
- Investigate and acquire police reports on District property damage
- On call twenty-four hours a day, seven days a week; responding to emergencies, etc. as required
- Perform additional duties and assignments, as requested

QUALIFICATIONS:

- College Degree in Criminal Justice or equivalent
- Minimum five (5) years of progressive law enforcement or security supervision experience including directing and supervising the work of others or an equivalent combination of education, training and experience
- Ohio Peace Officers Training Certificate
- Valid Ohio driver's license with an acceptable driving record

KNOWLEDGE:

- District policies and procedures
- Maintain state of the art knowledge regarding security practices and laws
- State and federal employment rules and regulations*
- Federal, state and local laws
- Employment record requirements*
- Supervisory methods
- Interviewing techniques
- Employee training and development methods
- Labor relations and contract administration
- Issuing citations
- Appropriate use of firearms
- Radio communications, radio codes and basic FCC regulations

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- Court procedures involving citations

SKILLS AND ABILITIES:

- Organize, prioritize and coordinate multiple tasks
- Define problems, collect data, establish facts and draw valid conclusions
- Interpret and apply regulations and policies
- Written and oral communication skills
- Ability to analyze and resolve complex problems
- Ability to deal with very sensitive and confidential situations
- Decision making and problem resolution
- Prepare accurate and concise reports
- Develop and maintain effective working relationships with supervisors, co-workers, subordinates and other public safety agencies
- Identify qualified employees through screening and interview methods
- Establish performance standards
- Improve employee performance through use of coaching and discipline
- Communicate effectively in written and oral form
- Use of firearms
- Recognize unusual or threatening situations
- Leadership skills as well as written and oral communication skills
- In depth interpersonal skills that aid in dealing with people in difficult, sensitive and sometimes embarrassing situations
- Negotiation and conflict resolution skills

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

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