



## Position Vacancy Police Officer/Chief

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### Position Opening

- Part-Time Police Officer or Chief
- Wage Range: \$35–\$45/hour
- Schedule: 20–24 hours per week
- Posting Date: August 15, 2025
- First Review: August 29, 2025
- Open Until Filled

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### Serve. Protect. Connect.

The City of Powers is recruiting for a dedicated and community-minded Police Officer or Police Chief to serve in a part-time capacity. This is an ideal opportunity for a certified law enforcement professional—especially someone semi-retired or looking to downshift—who still wants to make a difference and remain active in policing in a smaller, close-knit community.

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### About Powers

Nestled in the beautiful South Fork Coquille River valley, Powers is a rural gem surrounded by forest and outdoor adventure. We are a full-service city of just over 700 residents, with recent investments in water, sewer, storm drainage, pedestrian safety, and community development. It's a perfect setting to live, work, and give back—especially for those seeking a simpler pace with strong community ties.

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### Position Overview

This part-time role (20–24 hrs/week) offers flexibility, autonomy, and community connection. The successful candidate will lead all law enforcement operations: patrols emphasizing nights/weekends, investigations, evidence, code enforcement, and coordination with local agencies. Candidates who meet qualifications may be offered the Chief title.

This is a solo-officer department, supported by two part-time certified clerks, a city council liaison, and backup from regional agencies including Coos County Sheriff's Office, Oregon State Police, and Coquille Tribal Police.

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### Why Join Us?

- Competitive wage: \$35–\$45/hr DOE
- PERS retirement benefits
- Pro-rated medical/dental/vision benefits
- Take-home vehicle (if residing in Powers)
- City-issued duty cell phone
- Paid time off and holidays
- Direct community engagement
- Small-town quality of life
- Potential to negotiate housing/relocation allowance

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### Minimum Qualifications

- Current Oregon DPSST Basic Police Certification (preferred)
- Or able to obtain within 18 months
- Valid Oregon Driver's License
- CPR/First Aid (within 90 days of hire)
- Strong written/verbal communication
- Knowledge of ORS and Oregon policing standards

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### Preferred Experience

- Previous municipal law enforcement experience
- OSHA or OR-OSHA safety certifications

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### Hiring Process

- Application reviews and interviews with City Council
- Final offer is contingent on:
  - Criminal background check
  - Driving record review (past 3 years)
  - Physical and psychological assessments
  - Drug screening (including cannabis)

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### How to Apply

- In person: City Hall, 275 Fir Street, Powers, OR 97466
- Email: [admin@cityofpowers.com](mailto:admin@cityofpowers.com)
- Include a cover letter, completed application, and supplemental police department application.
- The City of Powers is an Equal Opportunity Employer.

# City of Powers

# Employment Application

## **Application Instructions**

1. Review the recruitment announcement or job posting and the position description.
2. Complete a separate application for each job you apply for unless the announcement gives different instructions. Legible photocopies of the application are acceptable.
3. Type or print clearly in black or blue ink. Sign your application where indicated.
4. Ensure that your application is complete and legible. Incomplete or illegible applications will not be considered. The City of Powers is not responsible for applications that are misdirected, lost in the mail, or lost as a result of transmitting by email.
5. If you request Veterans Preference, you must submit the required documents together with your application in order to receive the preference points. Documents must be legible.
6. Submit only the application, Veterans Preference form (if applicable) and required certification, and your résumé unless the announcement requests additional documents.
7. Keep a copy of your application for your records.
8. Submit your application to the City Recorder for processing. You may submit by:
  - a. Mailing to: City of Powers, Attn: City Recorder, PO Box 250, Powers, OR 97466; or
  - b. Scan the complete application and email to: [admin@cityofpowers.com](mailto:admin@cityofpowers.com); or
  - c. Deliver in person to the City Recorder at 275 Fir Street, Powers, OR 97466.

## **Work History Instructions**

The information you provide in the Work History section will be used to evaluate whether you meet the qualifications of the job. Begin with your most recent job, and list all jobs held either as an employee or volunteer **for at least the last 10 years**. You may also include qualifying experience gained more than 10 years ago if relevant to the position. A résumé or related document will not be accepted as a substitute for completion of the Work History section.

1. If you held more than one position with the same company, list each position as a separate job. Provide your duties, beginning and ending dates, and hours worked per week for each position.
2. Clearly describe your duties. These may help to define your position when considering minimum qualifications.
3. If you need additional space to list more jobs or experience, please copy the Work History page and number the sections accordingly.

## Veterans Preference Form

Under Oregon law, veterans who meet the minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, **please read this document carefully**. Check the box for each item that applies to you. This completed form and the required documentation must be submitted at the time you submit your employment application. Information submitted on or with this form will be used for the purpose of determining and awarding veterans preference in accordance with ORS 408.230.

**Part 1 Qualified Veteran** You may claim veterans preference if you are able to check at least one of the following seven boxes and provide proof of eligibility by submitting a copy of your DD-214 or 215 and Certificate of Honorable Discharge if the DD-214 or 215 does not specifically indicate such. *“Active duty” does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit. ORS 408.225(1)(e) [5 pts.]*

I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions; or

I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days after January 31, 1955 and was discharged or released under honorable conditions; or

I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or

I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or

I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or

I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or

I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

**Part 2 Qualified Disabled Veteran** You may claim additional employment preference if you can check any of the following three boxes and provide proof of eligibility by submitting both (1) a copy of your DD-214 or 215 and Certificate of Honorable Discharge if the DD-214 or 215 does not specifically indicate such, **and** (2) a public employment preference letter from the United States Department of Veterans Affairs or other verifiable documentation certifying disabled veteran status. ORS 408.255(1)(c) [10 pts.]

I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or

I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or

I was awarded the Purple Heart for wounds received in combat.

**I hereby claim veterans preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position Applied For

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Preference will not be awarded without proper documentation. You must submit your DD-214 or 215 **and other required documents** with your application materials to be awarded preference points. Late or incomplete submittals will not be considered.*

# Employment Application

The City of Powers is an Equal Employment Opportunity employer. It is the policy of the Council of the City of Powers to comply with all applicable state and federal regulations that prohibit discrimination. The City of Powers will not engage in discrimination against any individual with respect to employment, recruitment, or provision of services based upon that individual's race, color, religion, sex, national origin, age, sexual orientation, gender, political affiliation, marital status, physical or mental disability, familial status, or other protected class status.

## RECRUITMENT INFORMATION

Position Title	How did you hear about the position?
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## APPLICANT INFORMATION

Complete Legal Name				
Preferred Name (if different from above)				
Email Address (To receive information about the status of your application.)				
Phone Number(s)				
Physical Address				
Mailing Address (If different from your physical residence.)				
Driver's License Number	State	Issue Date	Expires	CDL

## SCHEDULE AVAILABILITY

Please check if you are available for the following shifts. Day Shift (morning-afternoon) Swing Shift (afternoon-night) Graveyard Shift (night-morning)	If hired, when can you report to work?
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## WORK ELIGIBILITY

- 1) Are you at least 18 years of age? YES NO
- 2) For law enforcement positions, are you at least 21 years of age? YES NO
- 3) Certain positions may require employees to reside within a reasonable response time from the job location. Are you willing to relocate if you are outside the reasonable response area? Yes No Other \_\_\_\_\_
- 4) Certain positions may require a valid Oregon driver's license. Do you possess a valid Oregon driver's license? Yes No If no, can you obtain one? \_\_\_\_\_
- 5) Certain positions may require a high school diploma or GED. Do you possess a diploma or GED? Yes No

## EDUCATION & TRAINING HISTORY

List any colleges, military, trade, business, or other schools attended.			
<i>Name &amp; Location of School/College</i>	<i>Major Course of Study</i>	<i>Credits Earned</i>	<i>Degrees or Certificates Earned</i>

## LICENSES/CERTIFICATES

List any licenses, certificates, endorsements, registrations, etc. required or applicable to the position. Include copies with the application.		
<i>Description &amp; Issuing Agency</i>	<i>Number</i>	<i>Expiration</i>

## SPECIALIZED SKILLS & KNOWLEDGE

Please use this space to list any special skills or knowledge that may demonstrate your ability to perform the job for which you are applying. Examples include use of equipment, software, typing speed, foreign languages, other training not listed above, use of hand tools or equipment, customer service skills, maintenance, driving courses, civic activities or offices held, extra-curricular activities, apprenticeships, first aid courses, or any other skill/ability you would like considered during the application process.

[illegible]

## WORK HISTORY & EXPERIENCE

List all work you have performed either as an employee or volunteer for at least the last 10 years. You may include work performed longer than 10 years ago if you would like that experience to be considered during the application process.

<b>MOST RECENT/CURRENT EMPLOYMENT/VOLUNTEER POSITION</b>		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business/Human Resources Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Business/Human Resources Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts You Worked</i>	<i>Reason for Leaving</i> Voluntary                      Involuntary Resignation                      Termination Retirement                      Layoff Settlement Agreement Other:
<i>If still employed, may we contact this employer?</i>		
<i>What duties did you perform at this job?</i>		

<b>PREVIOUS EMPLOYMENT/VOLUNTEER POSITION</b>		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business/Human Resources Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Business/Human Resources Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts You Worked</i>	<i>Reason for Leaving</i> Voluntary                      Involuntary Resignation                      Termination Retirement                      Layoff Settlement Agreement Other:
<i>If still employed, may we contact this employer?</i>		
<i>What duties did you perform at this job?</i>		

**WORK HISTORY & EXPERIENCE**

If additional pages are needed, copy and insert as needed.

<b>PREVIOUS EMPLOYMENT/VOLUNTEER POSITION</b>		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business/Human Resources Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Business/Human Resources Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts You Worked</i>	<i>Reason for Leaving</i> Voluntary                      Involuntary Resignation                      Termination Retirement                      Layoff Settlement Agreement Other:
<i>If still employed, may we contact this employer?</i>		
<i>What duties did you perform at this job?</i>		

<b>PREVIOUS EMPLOYMENT/VOLUNTEER POSITION</b>		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business/Human Resources Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Business/Human Resources Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts You Worked</i>	<i>Reason for Leaving</i> Voluntary                      Involuntary Resignation                      Termination Retirement                      Layoff Settlement Agreement Other:
<i>If still employed, may we contact this employer?</i>		
<i>What duties did you perform at this job?</i>		

## REFERENCES

List at least three individuals that can provide information as to your character, work ethic, or other information that may be of use to the City of Powers during the application screening process. These individuals should be personal or professional acquaintances, not including supervisors.

<b>Reference #1</b>	
Name & Occupation	
Relationship to Applicant	Phone Number & Email Address
<b>Reference #2</b>	
Name & Occupation	
Relationship to Applicant	Phone Number & Email Address
<b>Reference #3</b>	
Name & Occupation	
Relationship to Applicant	Phone Number & Email Address
<b>Reference #4</b>	
Name & Occupation	
Relationship to Applicant	Phone Number & Email Address
<b>Reference #5</b>	
Name & Occupation	
Relationship to Applicant	Phone Number & Email Address

## ADDITIONAL INFORMATION

You may use this space to provide any additional information you feel should be considered during the initial hiring process, such as volunteer service, special recognitions, achievements, long-term goals, college courses, educational goals, professional associations, or other pertinent information.

[illegible]

**CERTIFICATION & SIGNATURE**

- ✓ I understand this application does not represent a contract for employment or a promise of acceptance for volunteer service. I understand that this document does not create a contractual obligation upon the City of Powers to approve my volunteer service for any length of time. I understand that no representative from the City has any authority to enter into any agreement with me regarding my status as a volunteer.
- ✓ I hereby certify that the information furnished in and attached to this application to be true, complete, and correct. I understand that incorrect, false, or misleading statements/answers/information furnished by me either verbally or in writing will subject my application to disqualification from further consideration. I understand that if I am already approved for service, my volunteer service will be terminated upon discovery of any incorrect, false, or misleading information furnished with my application
- ✓ In the event that I am accepted for volunteer service by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards.
- ✓ I understand that the City may complete: a criminal background check; a comprehensive background check; a physical exam; and a drug screening (including but not limited to marijuana products) if I have applied for a "safety sensitive" position.
- ✓ I understand that the City may conduct a general background/reference check and employment/education verification as part of the applicant screening process and I authorize such review to be completed by my signature below. This authorizes the City to contact the references, employers, schools, and agencies I have included in my application to determine my suitability for service.
- ✓ I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Powers harmless for any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies, individuals, and other agencies. This release shall be valid for 6 months from the date of signature unless revoked in writing.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature</b>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
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**FOR PERSONNEL DEPARTMENT USE**

<i>Received By</i>	<i>Date</i>	<i>Disposition</i>
<i>Background Check</i>	<i>Driving Record</i>	<i>Physical Exam &amp; Drug Screen</i>

Comments:

## CITY OF POWERS

### POLICE DEPARTMENT - SUPPLEMENTAL APPLICATION

**GENERAL INSTRUCTIONS** This application must be completed in legible handwritten or printed form by applicant. Answer all questions. If a question is not applicable to you, indicate by placing "n/a" in the appropriate space. Where space for an answer is inadequate, attach additional sheets and number your answers to correspond with the question. DO NOT MISSTATE OR OMIT material facts since these statements will be verified to determine your qualifications for employment.

1. List all other names you have used, including nicknames and maiden name if applicable. If you have ever used a surname other than your true name indicate what periods and circumstances the name was used. If you have ever legally changed your name, give date, place and court.

\_\_\_\_\_

2. Date of Birth (M/D/Y) \_\_\_\_\_ Place \_\_\_\_\_

3. Citizenship: U.S. Citizen \_\_\_\_\_ By Birth \_\_\_\_\_ Naturalized \_\_\_\_\_

4. Residence: List all residences for the past ten (10) years, beginning with the most recent address. Include addresses while attending school and/or military service.

Month and Year                      Street Address                      City                      State

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Foreign Language: Enter foreign language(s) and indicate your knowledge of each by listing as slight, good, or fluent.

LANGUAGE	SPEAK	UNDERSTAND	READ	WRITE

6. U. S. Military Service: Complete if you have been in the military service. (attach DD214)

Branch & Type of Discharge: \_\_\_\_\_

Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_ Service#: \_\_\_\_\_

7. Are you now a member of any military reserve unit? ☐ Yes ☐ No

Name of Reserve organization: \_\_\_\_\_ Active \_\_\_\_\_ Inactive \_\_\_\_\_

8. While in the military service were you ever convicted for an offense which resulted in a trial by deck court, or by summary, special, or general court martial? If yes, explain.

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9. When was your last eye examination? \_\_\_\_\_

Do you wear corrective lenses? ☐ Yes ☐ No

NOTE: Oregon Administrative Rules state for police applicants "the applicant must possess normal color discrimination, normal binocular coordination, and normal peripheral vision. The applicant must possess uncorrected or corrected visual acuity of 20/20 in both eyes combined. Applicants with 20/200 or worse uncorrected visual acuity in both eyes must be rejected."

10. Do you use or have you ever used illegal drugs or narcotics? ☐ Yes ☐ No

Do you have any reason to be concerned about the investigation into your use of narcotics or dangerous drugs? ☐ Yes ☐ No If yes to either question, explain.

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11. Have you ever been convicted of an offense other than a parking violation?

☐ Yes ☐ No If yes, list the date, place, charge, disposition and details of each incident. Include all convictions and citations.

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NOTE: Convictions for misdemeanors are not an automatic disqualification to employment.

12. List the name, address, and telephone numbers of three social acquaintances.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

13 Are you, or have you ever been associated with any group or organization advocating the overthrow of the United States Government by force? ☐ Yes ☐ No If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

14. Are there any incidents in your life not previously listed in this application which may reflect upon your suitability to perform the duties of a Police Officer or which may require further explanation? ☐ Yes ☐ No If yes, give details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Are you willing to abide by the rules and regulations and policies of the Powers Police Department? ☐ Yes ☐ No

16. RELATIVES: (provide full name for each person)

FATHER	Occupation
Address	Employer
City/St/Zip	Address
MOTHER	Occupation
Address	Employer
City/St/Zip	Address
SPOUSE	Occupation
Address	Employer
City/St/Zip	Address

CHILDREN	Occupation
Address	Employer
City/St/Zip	Address
CHILDREN	Occupation
Address	Employer
City/St/Zip	Address
CHILDREN	Occupation
Address	Employer
City/St/Zip	Address

**CERTIFICATE OF APPLICANT**  
(read carefully before signing)

I certify that all statements made in this application are true and I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all eligibility to any employment in the service of the City of Powers.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## BACKGROUND & RECORDS RELEASE FORM

### PLEASE READ CAREFULLY

By my signature below, I authorize the City of Powers to complete a background & records check and to authorize scheduling any applicable psychological exam, physical exam, and drug screening. This authorization is valid for purposes of verifying information given pursuant to employment and to meet conditions for hire (or approval for volunteer service).

By my signature, I authorize all corporations, current employers, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts and agencies, military services and persons, or other relevant individuals or agencies to release all information they may have about me and my activities.

This authorization shall be valid in original or copy form. This authorization is valid for 1 year from the date of my signature.

Specifically, I authorize the City Recorder of the City of Powers or their designee(s) to check my:

- ✓ Driving Record (if required by my position)
- ✓ Criminal Background
- ✓ Psychological Exam Results (if required by my position)
- ✓ Physical Exam & Drug Screening Results (if required by my position)

Candidate's Full Legal Name: \_\_\_\_\_  
*first middle last*

Preferred Name & Pronouns: \_\_\_\_\_

Other Names (AKA/maiden name/etc.): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Oregon DPSST # \_\_\_\_\_ Other State Certifications: \_\_\_\_\_

If you have lived out of the state of Oregon any time in the past 20 years, please list the locations and approximate years: \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: City Recorder, 275 Fir Street, PO Box 250, Powers OR 97466  
Questions? Contact us at (541) 439-3331 or [admin@cityofpowers.com](mailto:admin@cityofpowers.com)

**Position Description**

**Position Title:** Police Officer

**Wage Range:** Part-time: \$21.00 - \$28.00 per hour  
Full-time: \$35.00 - \$45.00 per hour

**Supervision:** Works under the general supervision of the City Council as a whole. The City Council may be assisted by the City Recorder and/or a contract supervisory officer.

**General Description:** Performs the day to day operations of the Police Department, which includes but is not limited to law enforcement emergency response services, field operations, and criminal investigations within and about the City of Powers. Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**Essential Operational Functions:**

- ✓ Patrols City of Powers area in an assigned vehicle to preserve law and order, protect life and property, prevent and discover the commission of crimes and/or violations, enforce motor vehicle laws and regulations.
- ✓ Responds to and assists other agencies in major incidents, crimes, or accidents.
- ✓ Responds to and conducts investigations and determine disposition (i.e. issue citations and/or make arrests) of calls and complaints involving felonies and violations, vehicle accidents, and other violations.
- ✓ Secures and examines crimes scenes and gather, preserve, and process evidence.
- ✓ Collects and presents physical evidence, sworn statements, and visual aids.
- ✓ Identify, locate, and interview person(s) to discover suspects and/or witnesses.
- ✓ Arrests, processes, and transports person(s) to a confinement facility for incarceration.
- ✓ Renders interim emergency care.
- ✓ Conducts follow up investigations.
- ✓ Refers individuals to appropriate agencies and authorities for assistance.
- ✓ Prepares required reports and documentation for case review.
- ✓ Search and assist in rescuing missing and/or injured persons and recovering bodies.
- ✓ Performs clerical functions associated with the receipt, serving, and recording of court related documents and their disposition.
- ✓ Speaks before civic groups and the public, providing presentations and answering inquiries regarding law enforcement programs.
- ✓ Attends routine and specialized training classes and seminars regarding law enforcement methods and techniques, marksmanship, law, procedures, and technical subjects.
- ✓ Completes reports in a timely manner and in accordance with department policy.
- ✓ Meets all deadlines by completing all assigned tasks, duties, and assignments in a timely manner or as directed.
- ✓ Maintains ability to handle and process evidence and to provide testimony in a court of law without being subject to impeachment due to his/her honesty or veracity, or due to prior felony conviction.
- ✓ Responds as needed to documented citizen inquiries, requests, or emergencies and works closely with staff to identify hazards and solutions.
- ✓ Performs routine cleaning and maintenance on equipment and vehicles to ensure longevity and reliability.
- ✓ Safe operation of City vehicles and equipment to complete tasks.

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*Coos County, Oregon*

- ✓ Maintains ability to operate a vehicle in Oregon by maintaining a driver's license in good standing.
- ✓ Maintains firearms and other equipment qualifications required for carrying out law enforcement duties.
- ✓ Maintaining the physical, medical, mental, and psychological ability to protect the general safety of the public at all times.
- ✓ Maintaining the confidence and trust of the members of the department, co-workers, City Council, and community.
- ✓ Proficiency in the use of computers and other related office equipment.
- ✓ Completes department report and submits to City Recorder monthly (form provided).
- ✓ May supervise department staff to ensure efficient operations.
- ✓ Other duties as directed by City Council (as a whole).

**Work Environment & Physical Assessment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The position requires mobility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Frequently works indoors or inside a vehicle.
- ✓ May have contact with individuals who may become violent, combative, under the influence of intoxicants, or who have communicable diseases.
- ✓ May have contact with animals at large who may become aggressive or are unsanitary.
- ✓ Equipment worn on the body typically weighs up to or in excess of 25 pounds.
- ✓ Occasional exposure to wet and/or humid conditions. (Safety equipment is provided.)
- ✓ Occasional exposure to outdoor weather conditions.
- ✓ Occasional prolonged sitting and/or standing.
- ✓ Occasional bending down and/or squatting.
- ✓ Repetitive motions, including but not limited to use of computer keyboard, mouse, office equipment.
- ✓ Occasional lifting, moving, or transferring up to 10 pounds.
- ✓ Occasional lifting and transferring of boxes/parcels/bags/other evidence types up to 25 pounds.
- ✓ Noise levels in the work environment vary, but may occasionally be moderately noisy.

**Cognitive Assessment:**

Work is performed highly independently. Policies and procedures have been developed. A staff member in this classification will have the ability to exercise prudent independent judgment in the performance of duties and regularly engage with the staff, Department Liaisons, City Recorder, and City Council to accomplish objectives.

**Required Qualifications:**

- ✓ Valid Oregon driver's license;
- ✓ DPSST Basic Certificate or greater within 18 months of hire;
- ✓ Basic CPR/First Aid certification within 90 days of hire;
- ✓ In the event Oregon Department of Public Safety Standards and Training (DPSST) or City of Powers rules require a more stringent set of education or certification, that requirement shall prevail.

**Additional Desired Qualifications:**

- ✓ Previous experience with an Oregon municipality in a similar capacity;

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*Coos County, Oregon*

- ✓ Reserve Officer Training Academy Certificate of Completion;
- ✓ OSHA/OR-OSHA certifications/training courses within previous 5 years.

**Adoption:**

This description was duly adopted by the City Council on 6/1/21 and updated 8/5/25.