

Class Title: Public Safety Intern

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs administrative functions and other tasks that are instrumental for the mental and physical preparation of the Recruit academy.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Relieves sworn staff of non-emergency duties and performs administrative functions.
2	M	Assists in filling order from the department’s logistics warehouse. <i>*Department of Fire-Rescue (NFR) only</i>
3	M	Delivers supplies to Norfolk Fire-Rescue’s (NFR) stations and facilities. <i>*Department of NFR only</i>
4	M	Serves as a courier for emergency paperwork between the NFR Administration Office and various fire stations. <i>*Department of NFR only</i>
5	M	Acquires knowledge of the department and develops skillsets to include, physical fitness preparation, written correspondence development, and departmental hands-on exposure.
6	M	Conducts inventory and maintains ready reserve fleet and reserve fleet of emergency vehicles. Gains familiarity with apparatus, equipment and tools applicable to the job. <i>*Department of NFR only</i>

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Level of knowledge equivalent to four years of high school or equivalency and active enrollment in an accredited college or university.
Experience	No experience required.
Certifications and Other Requirements	<p>Valid Driver’s License.</p> <p>Must successfully pass and complete all the necessary components of the Recruit hiring process.</p> <p>For Norfolk Fire-Rescue Department:</p> <ul style="list-style-type: none"> -Must submit employment application for Firefighter Recruit. -Must successfully pass entrance written exam. -Must successfully pass physical agility test (PAT). -Must successfully pass the Minnesota Multiphasic Personality Inventory (MMPI) psychological examination. -Must successfully pass a fingerprint background check. -Must successfully pass a background investigation. -Must successfully pass the Office of Emergency Medical Services (OEMS) background check. -Must successfully pass medical physical examination. <p>For Norfolk Police Department:</p> <ul style="list-style-type: none"> -Must submit employment application for Police Recruit. -Must successfully pass physical agility test (PAT). -Must successfully pass entrance written exam. -Must successfully pass a background investigation. -Must successfully pass the Minnesota Multiphasic Personality Inventory (MMPI) psychological examination. -Must successfully pass a polygraph. -Must successfully pass the oral board and executive board process. -Must successfully pass medical physical examination and drug screen testing.
Reading	Work requires the ability to read and comprehend memos, departmental orders, departmental manuals, departmental class materials, letters, and administrative materials.
Math	Work requires the ability to perform general math functions such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write memos, letters, and various administrative reports.
Managerial	N/A

CLASS REQUIREMENTS CONTINUED:

Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work entails the ability to demonstrate sound judgement involving, choices of action, multi-tasking, and structure.
Interpersonal / Human Relations Skills	Work requires the ability to interact with peers, training division personnel, and supervisors in a courteous and professional manner.

CSC Adopted: May 2021

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Physical fitness training, maintenance, and cleaning.
Sitting	F	Computer, desk work, and driving.
Walking	F	Physical fitness training and to and from departmental work assignments.
Lifting	F *NFR O *NPD	Physical fitness training, departmental equipment, and office supplies.
Carrying	F *NFR O *NPD	Physical fitness training, departmental equipment, and supplies.
Pushing/Pulling	F *NFR O *NPD	Physical fitness training, departmental equipment and supplies, and office supplies.
Reaching	F *NFR O *NPD	Physical fitness training, departmental equipment and supplies, and office supplies.
Handling	F *NFR O *NPD	Departmental equipment and supplies, office supplies, and paperwork.
Fine Dexterity	F *NFR C *NPD	Writing, typing, using a computer keyboard, and checking equipment.
Kneeling	F	Physical fitness training, maintenance, and cleaning.
Crouching	F *NFR O *NPD	Physical fitness training, maintenance, and cleaning.
Crawling	F *NFR R *NPD	Physical fitness training, maintenance, and cleaning.
Bending	F *NFR O *NPD	Physical fitness training, maintenance, cleaning, supplies, and equipment.
Twisting	F *NFR O *NPD	Physical fitness training, maintenance, cleaning, supplies, and equipment.
Climbing	F *NFR O *NPD	Physical fitness training, maintenance, cleaning, and departmental equipment.
Balancing	F *NFR R *NPD	Physical fitness training and physical agility course. On ladders, steps, truck platforms. *Department of Fire-Rescue only
Vision	C *NFR F *NPD	Computer, desk work, driving, and clarity of identifying surroundings.
Hearing	C *NFR F *NPD	Supervisors, coworkers, general public, and awareness of surroundings.
Talking	F	Supervisors, coworkers, and general public.
Foot Controls	F *NFR O *NPD	Physical fitness training and driving.
Other (specify)	N *NFR F *NPD	Physical fitness training, High Intensity Interval Training (HIIT), and running.

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Use of departmental computer systems, departmental offices, exercise equipment, and shown departmental vehicles. Departmental notebooks provided as needed.

Use of apparatus/vehicles, hand tools, small power tools, medical equipment and supplies, and lifting and moving devices. **Department of NFR only*

ENVIRONMENTAL FACTORS:

D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W*NFR N*NPD	Dirt and Dust	D*NFR W*NPD
Chemical Hazards	W*NFR N*NPD	Extreme Temperatures	S
Electrical Hazards	D*NFR N*NPD	Noise and Vibration	D*NFR W*NPD
Fire Hazards	N	Fumes and Odors	W*NFR S*NPD
Explosives	N	Wetness/Humidity	W*NFR S*NPD
Communicable Diseases	S	Darkness or Poor	S
Physical Danger or Abuse	N*NFR S*NPD		
Other (see 1 & 2 below *NPD)	N		

PRIMARY WORK LOCATION	
Office	D
Warehouse	D*NFR N*NPD
Shop	D*NFR N*NPD
Vehicle	D*NFR S*NPD
Outdoors	D*NFR
Other (see below)	N

- (1) Training Facilities
- (2) Ride - Along

PROTECTIVE EQUIPMENT REQUIRED:

Eye protection, ear protection, and gloves. **Department of NFR only*

Eye protection, ear protection, and a protective ballistic vest. **Department of NPD only*

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NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O*NFR F*NPD
Emergency Situations	N*NFR O*NPD
Frequent Change of Tasks	F*NFR O*NPD
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O*NFR R*NPD
Working Closely with Others as Part of a Team	C*NFR F*NPD
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see below)	N