



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; [www.norwoodtown.com](http://www.norwoodtown.com)

# CHIEF MARSHAL

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. The Town of Norwood is an Equal Opportunity Employer.*

**TOWN OF NORWOOD:** Employee

**JOB TYPE:** Full Time with possible overtime

**Compensation:** \$55,000 - \$62,000

**Benefits:** FULL BENEFITS - Medical, Dental, Vision, Life and Accident Insurance, Retirement Contribution, 120 hours of PTO/Sick Leave, Paid Holidays, Mental Health Benefits, and discounted Gym Membership.

**Closing Date:** Open Until Filled

## POSITION SUMMARY

This is a sworn uniformed position with the Norwood Marshal's Office, as such, you will perform technical, professional, and physical duties related to maintaining the security of the Town of Norwood, protecting the constitutional guarantees of all persons, protecting life and property, preserving public peace and order, preventing, solving and detecting crimes, facilitating the safe movement of persons and vehicles, and providing other services as needed.

## JOB DESCRIPTION

- Patrolling the Town of Norwood by foot and car
- Maintaining peace and order in the Town of Norwood.
- Protecting life and property
- Enforce all relevant codes, ordinances, laws, and regulations
- Responding to calls for service
- Directing traffic for special events, and traffic accidents
- Conducting traffic stops and issuing traffic citations
- Criminal investigation
- Serving arrest warrants
- Writing reports
- Assisting neighboring law enforcement agencies
- Interviewing witnesses/victims
- Makes arrests in accordance with proper apprehension techniques
- Complete appropriate reports, forms, logs, and citations
- Testify in court when subpoenaed
- Provide emergency aid as needed
- Direct the operations of the Town Marshal's office, subject to the rules and regulations thereof .



## **DESIRED EDUCATION & EXPERIENCE**

- High School diploma or equivalent.
- College education is preferred, but not a requirement.
- Previous law enforcement experience is preferred by not necessary
- Working knowledge of local, state, and federal laws
- Working knowledge of basic law enforcement terminology, concepts, procedures, and techniques
- Excellent judgment and physical stamina

## **REQUIRED LICENSES & CERTIFICATIONS**

- Candidates must be 21 years of age or older.
- Colorado P.O.S.T. law enforcement officer certification.
  - To be considered, applicants must not have a felony on their record, any crime of violence, or any misdemeanor crime that would affect ability to certify/recertify with POST.

## **OTHER DESIRED KNOWLEDGE, SKILLS, and REQUIRMENTS**

- Valid Colorado driver's license with acceptable driving record.
- Proof of United States citizenship or eligibility to work in the United States at time of appointment.
- Must be able to legally possess and carry a firearm
- Residency within the Town of Norwood is not required but must live within 20 minutes of Town of Norwood for on-call response.
- Must be able to pass a background check, psychological test, physical wellness examination, drug test, and physical agility test.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIROMENT**

**Physical and Sensory Demands:** *The physical and sensory demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This is not a full list of requirements but an overview.*

• Tasks require the ability to exert moderate, though not constant physical effort. • Some combination of climbing and balancing, stooping, kneeling, crouching, running, crawling, while wearing duty belt and applicable gear. • Some lifting to include overhead lifting, carrying, pushing and/or pulling moderately heavy objects and materials (20-50 pounds) • May occasionally involve heavier objects and materials (up to 100 pounds) • Requires sitting, standing, and driving for extended periods of time **SENSORY REQUIREMENTS** • Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. • Some tasks require the ability to communicate orally.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is not a full list of requirements but an overview.*

Work may be performed in office, outside in all weather, and vehicle, and but may also require travel. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, smoke, temperature and noise extremes, hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease, or rude/irate persons.



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### **SELECTION GUIDELINES**

A formal application, rating of education and experience, oral interview and reference checks will be utilized to select the successful candidate. The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **ADDITIONAL RESOURCES & SUPPORT**

Please review the complete job description above and submit an official application for the position by visiting <http://www.norwoodtown.com/applications-permits/> for the application. **Cover Letter, Application and Resume** to be emailed to [grafmyer@norwoodtown.com](mailto:grafmyer@norwoodtown.com) or delivered to Town Hall. Interested candidates are encouraged to apply immediately. Candidates are required to complete the application, cover letter and attach a resume. Please ensure all requested items are submitted and complete for consideration.

Before entering upon the duties of such office, the Town Marshal shall take and subscribe to an oath of office stating they will support the Constitution of the United States, the Constitution and the laws of the State and ordinances of the Town, and that they will faithfully perform the duties of the office upon which they are about to enter.

**Town of Norwood is an Equal Opportunity Employer (EOE)**