

Department Website: <https://steamboatsprings.net/145/Police-Department>

Apply Website: https://steamboatsprings.wd12.myworkdayjobs.com/en-US/External/details/Community-Service-Officer_

Field Services

Final Day to Apply:

07/27/2026

City Of Steamboat Springs Police Department

Community Service Officer

Job Description:

The City of Steamboat Springs is hiring a Community Service Officer to join our team!

Pay Range: \$25.58 - \$37.09

GENERAL PURPOSE

Performs a variety of routine and complex work in support of law enforcement activities including enforcement of the Municipal Code as it relates to the City's trail system, parking regulations, animal welfare, and crowd and traffic control. Responsible for the safety, health, and welfare of the public attending special events or utilizing the City's trail system, and other City facilities. Also helps Community Service Supervisor in scheduling, organizing and leading seasonal Community Service Officers and performs other duties as directed by the Community Service Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as an ambassador of the City of Steamboat Springs and upholds City values of Service, Teamwork, Integrity, Well-being, Respect and Compassion, while espousing safety at all times.

Patrol the City's trail system either on bicycle or foot to deter violations of the Municipal Code to protect and preserve the safety and security of individuals and property. Monitors signs, lighting, and bridges for maintenance needs and/or replacement.

Performs public relations skills when contacting the public to ensure maximum enjoyment of the City's facilities and events.

Promotes bicycle safety education and clinics for community youth.

Respond and complete reports on minor motor vehicle accidents.

Conducts traffic control at accident scenes, during times of street detours, and during special events.

Responds to non-criminal dispatch calls for service and investigates violations including but not limited to parking, municipal code violations, citizens fingerprints, , lost and found property reports, over the counter vehicle accident reports, bicycle registrations and vehicle identification checks. Works with elementary and pre-schools to promote personal safety and bicycle safety.

Issues warnings, citations, and parking tickets when appropriate. Assists with Special events in the capacity of crowd and traffic control. Code Enforcement activities as assigned.

Helps CSO Supervisor organize crowd and traffic control at Special Events.

Coordinates activities with other officers or other City departments as needed, exchanges information with other law enforcement agencies if needed.

Prepares written reports. Support reports and cases with possible court room testimony. Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy, and completeness.

Assists in the preparation of a variety of reports and records including reports of incidents, reports of hazards, and public contacts. Provides a variety of information to the public.

PERIPHERAL DUTIES

Investigates violations of the City's animal ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases. Serves various criminal or civil notices or papers related to enforcement of animal ordinances.

Removes dead, injured, or dangerous domestic or wild animals from streets and residential premises. Assisting with wildlife will occur in conjunction with local Colorado Parks and Wildlife.

If assigned, assists other members of the department with duties appropriate to training and experience.

DESIRED MINIMUM QUALIFICATIONS

General:

Must be 18 years or older at the time of employment.

Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.

No felony convictions or disqualifying criminal histories within the past seven years.

Must be able to read and write the English language.

Education and Experience:

High school, diploma or GED equivalent; and

Two years of general office, communications, or customer service experience (high level contact).

An equivalent combination of education and experience.

Certification and/or Licensures:

Affiliation with Colorado Association of Code Enforcement Officials. *

Basic Colorado Animal Control Certification *(preferred completion within 1 year)

National Animal Care and Control Certifications*

Colorado Department of Agriculture Bureau of Animal Protection (BAP) Certification*

FEMA Emergency Management Certification 100, 700*

*Certification encouraged within first year(s) of Employment.

Necessary Knowledge, Skills, and Abilities:

Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Some skill in the operation of most of the tools and equipment listed below.

Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

Must apply knowledge and reasoning to make prompt and effective decisions; evaluates alternative courses of action and selects the most acceptable alternative; makes sound decisions in a timely manner; sizes up a situation quickly and takes appropriate action.

Must recognize conditions or circumstances that indicate something might be wrong, unusual, or out of the ordinary, utilizing senses of sight and hearing.

Must be willing to become certified in Medic First Aid and CPR.

Must speak in a clear understandable manner and be able to listen carefully to comprehend various types of information. Must be able to use police communications radio.

Must be able to write clearly and concisely, using acceptable grammar, pronunciation, and spelling.

Working knowledge of basic animal behavior and capture/restraint techniques; Knowledge of basic animal care and handling techniques

Must be sensitive to the feelings and perceptions of others and resolve problems through conflict resolution and de-escalation techniques.

Must assert oneself

Ability to maintain State/ or National certifications by attending trainings and continued education in field related topics.

Must be a quick learner to be able to:

- Develop a working knowledge of Steamboat Municipal Code and Colorado Statute
- Develop a working knowledge of animal behavior and handling and learn to properly operate equipment used for restraint.
- Learn basic self-defense skills and operate basic self-defense tools
- Learn basic crime scene documentation and basic evidence collection

- Learn conflict resolution and de-escalation techniques
- Learn animal disease management and prevention
- Learn how to use personal protective equipment (PPE)

PHYSICAL DEMANDS

The physical 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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands and fingers to handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must be able to handle all animals in a humane manner.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Must be able to pass an in-depth background investigation. The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Steamboat Springs is an equal opportunity employer.

Pay Range:

Offers will be negotiated based on each candidate's qualifications.

Merit:

This role is eligible for merit within our pay-for-performance philosophy via our annual performance review process. Hires after September 1st will take the next year's compensation data into account but would not be eligible for merit until the following year.

Benefits:

Full-time roles are eligible for our comprehensive benefits program which includes medical, dental, and vision coverage options as well as other program offerings such as our Employee Assistance Program and more. You may also contribute to our 401(a) plan that includes a company match.