Position Description

Job Title: Security Officer  
Department: Administration  
Last Update: 05/31/2011  
Supervisor's Position: Safety and Security Coordinator  
FLSA Status: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.

Job Summary:

Provides personal, equipment and real property security for faculty, staff, students and visitors to the College; provides escort services and other basic public assistance services as needed, performs routine security and public safety patrol duties, remains alert to emergency situations and provides first-line response emergency management and/or referral if required. Is responsible for the detection and reporting of safety hazards at the College; development of public safety and building evacuation plans, routine drills and training exercises.

Essential Duties and Responsibilities:

- Patrols buildings and parking lots to ensure personal, building and property security
- Examines doors and windows to ensure security
- Uses keys to open and close buildings, monitor buildings and parking areas for unauthorized persons and/or suspicious activities
- Provides escort services for visitors, students, faculty and staff as necessary
- Provides other public assistances such as acting as an information point for guests and students
- Works in cooperation with appropriate agencies and personnel in maintaining work place security, personal safety, and protecting against work place violence
- Responds immediately to provide access to buildings in emergency situations or response to security alarm calls
- Watches for and reports irregularities such as security breaches, facility and safety hazards, and emergency situations
- Contacts emergency responders such as police, fire, and EMS personnel as required
- Directing traffic on campus property when necessary
- Makes emergency notifications and delivers emergency messages
- Assists in building evacuations or lock-downs when necessary
- Reports life threatening conditions and/or property loss or damage to authorities and designated personnel
- Provides assistance in accordance with training and common sense and/or stands-by until help arrives
- Notifies violators of infractions, such as loitering, smoking, parking in unauthorized locations or carrying forbidden articles
- Performs periodic checks of safety equipment such as fire extinguishers, alarm systems, security cameras and reports malfunctions as required
- Maintains security controls for facility keys, safeguards and controls equipment and supplies
- Prepares routine reports
• Perform other duties as directed by safety coordinator, college administrator or designee

Required Knowledge, Skills, and Abilities:

• Applicants should have a good command of the English language, and possess good interpersonal communication skills both verbally and in writing
• Attend required in-service training
• Ability to travel between campuses if needed
• Comply with all college policies and regulations
• Criminal record any felony convictions or misdemeanor convictions involving a sex offence or violence, including any expunged records
• Conflict management and negotiation skills
• The ability to handle yourself and others confidently and with tact during difficult situations

Education and Experience:

Preference will be given to applicants with prior private security officer training, law enforcement training or equivalent. Applicants without prior experience or training will be given the opportunity to attend and pass the basic private security officer training which is approximately 32 hours in length, in which all aspects of the position are covered. Some areas include city code, college policy and procedures, police actions, and campus geography. At the end of the training, applicants must take and pass a written test with a 70% or better before continuing with employment. All applicants will be given two attempts to pass the test and will be encouraged to take the advanced private security officer training at a later date.

Working Conditions:

Security awareness is an attitude held by security personnel and non-security client employees that places a high value on detecting, deterring and reporting security exposures such as crime, safety hazards, fire hazards, theft, intrusions, and vandalism. Applicants could be in direct contact with these types of activities/hazards and their associated risks on a daily basis. Additionally, occasionally it may be necessary to vary hours to provide coverage for campuses and necessitate occasional overtime. Demonstrate physical abilities needed to perform job: stair climbing, lifting, climbing, squatting, bending, stopping, reaching, pushing and pulling. This position involves working both indoors and outdoors.

Employee Acknowledgement ____________________ Date ____________________

Supervisor Acknowledgement ____________________ Date ____________________