

JOB DESCRIPTION

TITLE: Campus Safety and Security Officer I

JD# 136

I. GENERAL RESPONSIBILITIES:

This position is responsible for protecting individuals on campus property and maintaining the security of campus buildings, facilities, parking lots, walkways, and grounds of the College (including weekends and holidays) as assigned. S/he may be required to perform incidental custodial and maintenance duties as required.

II. REPORTING TO THIS POSITION:

None

III. POSITION REPORTS TO:

Assistant Coordinator of Campus Safety and Security

IV. RESPONSIBILITIES: (Illustrative Only)

- 1) Acts as first responder to all campus emergencies, medical and criminal, that could potentially be hazardous and/or life threatening.
- 2) Enforces campus policy and procedure as it relates to safety and security concerns
- 3) Assists Residence and Student Life with enforcement of hall regulations and Code of Conduct Violations.
- 4) Makes regular inspection tours of the campus facilities noting unusual occurrences.
- 5) Watches for trespassers, fire, water leaks, or other circumstances which could lead to loss or damage to property and equipment.
- 6) Unlocks buildings as scheduled for events and ensures all windows and doors are locked as scheduled.
- 7) Observes and reports hazardous conditions to management.
- 8) Ensures inside and outside lights are turned on/off as required and informs supervisor when any electrical or mechanical system is malfunctioning.
- 9) Ensures only authorized persons are admitted to the campus while on duty.
- 10) Directs visitors and furnishes assistance as necessary.
- 11) Monitors parking lots and directs traffic and parking as necessary.
- 12) Enforces campus traffic regulations including parking and speeding.
- 13) Enforces campus policies including smoking, alcohol usage, and drug usage, etc.
- 14) Observes weather conditions on campus and reports dangerous or unusual weather related activity to management.

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- 15) Completes investigations of College violations, including viewing camera footage, talking with witnesses, and writing incident reports.
- 16) Acts as a liaison for the College with local law enforcement.
- 17) Performs minor maintenance tasks as needed in the absence of Facilities staff.
- 18) Provides awareness education/information on an informal basis to students and employees during the course of other duties.
- 19) Performs other related duties as assigned.

V. SKILLS AND KNOWLEDGE:

Basic knowledge of the procedures involved in personnel, facilities and grounds security work. Ability to deal courteously and tactfully with the public; ability to read and write; ability to understand and execute written and oral instructions; ability to work irregular shifts including weekends and holidays; ability to work alone; and possess a valid driver's license. Must regularly stand or walk for extended periods of time and be accessible at all times for phone communication.

VI. QUALIFICATIONS:

Basic - HS diploma or equivalent.

VII. PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

VIII. SPECIAL REQUIREMENTS: None.

IX. FLSA STATUS: Non Exempt

X. CLASSIFICATION: 4

XI. CATEGORY: A

President (or Designee)	Date	Employee	Date
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Revision Date: 04/05/2006
Revision Date: 12/31/2009
Revision Date: 10/2017