

Position:	Security Officer	Position Control:	
Department:	Student Services	Position Class:	Student Support Non-Classroom
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Supervisor, Residence Hall	Salary Range:	19
Next Level Supervisor:	--	Hrs. per week:	16
Educ. Admin.:	VP Student Services	Mos. per year:	12
Date Established:	February 2014	FLSA Exemption Status:	Non-Exempt

DEFINITION

Under general supervision, ensure the security of Taft College by patrolling buildings, grounds and college surroundings; provide information and assistance to students, staff and visitors, issues parking citations and responds and report suspicious activity; prepare reports. Perform additional duties as assigned.

CLASS CHARACTERISTICS

Employees in this classification perform security surveillance and assure safety of students, staff and the public on college property including the residence halls.

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in this class, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Patrol Taft College buildings, grounds and surrounding streets, as well as, off-campus Taft College sites to ensure that all doors and facilities are secure.

Respond to campus alarms and coordination of any necessary response until relieved by civil authorities or campus administrators.

Enforcement of campus parking regulations, provide traffic control and patrolling of parking areas by foot or vehicle. Issue parking citations.

Report criminal or abusive behavior and/or unusual occurrences to the appropriate supervisor/administrator and/or civil authorities.

Observe, question and identify individuals on campus when presence is questionable and, when necessary, escort unauthorized individuals from campus.

Work with Residence Hall Supervisor and Resident Aides in enforcing safety, residence hall and campus policies and procedures including, but not limited to, handling animals on campus, designated smoking areas, visitors, and facilities use; respond to student requests for aid; and support a positive academic setting.

REPRESENTATIVE DUTIES, continued

Investigate unusual or potentially dangerous facility conditions; report detected leaks or malfunctions of electric, plumbing, heating or other equipment; and take appropriate emergency action when required.

Maintain a log for staff as an information resource; take incident reports or complaints from students; staff and the public for further action; conduct routine investigations and write reports.

Provide information and directions for students, staff and visitors.

Provide campus security during club activities and special events.

Respond to on-campus emergencies as first responder and may provide basic first aid/CPR.

Guard against and inspect for vandalism, illegal entry, theft and fire; maintain high visibility in assigned areas to prevent campus violations and crimes.

Be available to escort staff, student and guests on district property.

Maintain a positive, friendly and supportive academic atmosphere in a service-oriented environment; exhibit a pleasant, cooperative attitude when interacting with people.

Enforce drug and alcohol policies on campus and campus properties.

Operate a variety of security tools and equipment including cell phones, computers and security cameras and software.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education and Experience: Any combination equivalent to a high school diploma and six (6) months of recent experience providing security or safety control. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students of all abilities.

Special Requirements

Possession of or ability to obtain and maintain a valid CPR and First Aid Certificates.

Possession of or ability to obtain and maintain Security Guard Certification and meet the requirements of California Education Code 72330.5.

Satisfactory completion of a physical assessment including drug testing upon hire and annually thereafter.

Possession of or ability to obtain and maintain a CA driver license.

Driving record suitable for insurability by the District's insurance carrier.

Desirable Qualifications

Knowledgeable about operation of fire extinguishers.

Certification from the California Department of Consumer Affairs to carry pepper spray and/or baton while on duty.

Bilingual (Spanish)

Personal

Ability to work cordially and effectively with students, staff and the general public.
Fairness and firmness in performing duties and willingness to assist students and promote relationships.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students of all abilities.

Knowledge of

Basic observation, investigation and security practices.

Operation of a computer terminal, cell phone and radio.

Record keeping, preparation and maintenance of files, logs and report using correct English and grammar to communicate orally and in writing.

Detection and prevention strategies to prevent criminal activities.

Appropriate emergency response procedures and techniques.

Fire safety and fire extinguishers.

Ability to

Patrol the campus and off-site locations during assigned shift.

Maintain safety and security in college buildings including residence halls.

Learn crowd control.

Take reports and follow-up in accordance with District policy.

Learn rules and regulations relating to the protection of buildings and grounds, parking lots and residence halls belonging to the District.

Understand, interpret, explain and enforce rules, policies and procedures.

Learn the geographic layout of all District buildings and sites.

Identify and assess situations to effectively manage and maintain a safe and calm learning environment.

Drive a vehicle to patrol the campus and off-site locations.

Follow oral and written instructions.

Respond and react quickly and remain calm in emergency situations.

Use interpersonal skills including good judgment, tact, patience and courtesy.

Establish effective working relationships with students, faculty, staff and the public.

Perform routine repetitive work.

Remember names, faces, specific details of occurrences and give accurate and definitive descriptions.

WORKING CONDITIONS

Physical Requirements

1. Stand or walk patrol for entire shift.
2. Ability to sit for long periods of time.
3. Ability to ascend and descend stairs.
4. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
5. Ability to operate a vehicle to patrol the campus and assigned off-campus locations.
6. Ability to hear and understand speech at normal levels.

7. Ability to communicate so others will be able to clearly understand a normal conversation.
8. Ability to bend, kneel, stoop and reach.
9. Ability to lift and carry 75 lbs.
10. Ability to work in all outdoor weather conditions.
11. Ability to run 500 yards (equivalent to 1 lap plus 60 yards of a standard track).
12. Ability to smell alcohol and to distinguish between different types of smoke (i.e. fire, marijuana and cigarettes).

Reasonable accommodations will be made for candidates and employees with physical disabilities.

Environment

Work is generally performed outdoors in a college setting including residence halls and college grounds. Includes visiting classrooms and may attend meetings and training offsite. May stand or sit for extended periods of time outdoors in all weather conditions.

SUPERVISION

Supervision is received from the Vice President of Student Services and the Residence Hall Supervisor. No supervision is exercised. May receive direction as assigned.

PAY RANGE

Range 19 on the Classified Employees Salary Schedule/Non-Exempt. In addition this position will include a 2.5% hourly shift differential pay.

HOURS & TERMS OF EMPLOYMENT

16 hours per week, 12 months per year. Hours are to be determined by needs and will include Saturdays and Sundays. May also include holidays.

DISCLAIMER

This program is categorically funded and continued employment is dependent upon adequate funding.