

## **CAMPUS SAFETY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this class perform routine work at the Community College, involving responsibility for patrolling the campus and reporting events, assisting motorists and pedestrians on campus, and assessing environmental, safety and health conditions. Work involves the responsibility to issue tickets or warnings to parking violators. Incumbents report to the Director of Campus Safety and Security or other assigned supervisors.

### **TYPICAL WORK ACTIVITIES:**

Assists Campus Peace Officers in responding to campus emergencies;

Assists with environmental, safety and health activities (examples include but are not limited to, inspection and record maintenance of fire extinguishers, eyewashes/showers, etc.);

Patrols buildings, grounds and parking areas and reports activities or conditions which may be a threat to campus order, persons or property to the Director, Assistant Director or a Campus Peace Officer;

Checks and secures all doors, windows and entrances to buildings to make sure they are locked;

Assures that all entrances and classrooms are unlocked for daily classes and activities;

Makes operational checks of heating and cooling equipment, reporting any malfunctions;

Supervises parking of cars so as to maintain order and use of available spaces in an orderly fashion;

Assists Campus Peace Officers with traffic control;

Enforces parking regulations;

Issues tickets and warnings;

Provides assistance to students, faculty and staff (provides directions and information, assists motorists with lock-outs and other vehicular problems, etc.);

Contacts snow removal contractor/grounds crew when bad weather occurs;

Keeps necessary records;

May answer the phone and provide routine information;

Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the systematic parking of automobiles;  
Ability to recognize actions or conditions which will affect order and security on a college/university campus;  
An awareness of safety precautions necessary to eliminate existing and potential security, environmental, safety and fire hazards;  
Ability to communicate effectively with others;  
Ability to understand and carry out simple oral and written directions;  
Ability to prepare basic reports;  
Good judgment;  
Tact;  
Courtesy;  
Resourcefulness;  
Dependability;  
Physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:**

Successful completion of 30 semester hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees.

**SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:**

- 1) Possession of the appropriate level Motor Vehicle Operator's License and
- 2) Successful completion of either the New York State Security Guard 8-hour Pre-assignment Training or the Municipal Police Training Council's Basic Course for Peace Officer.

**SPECIAL REQUIREMENT WITHIN PROBATIONARY PERIOD:**

Successful completion of the New York State Sixteen Hour on the Job Training Course.