CLASS TITLE: SECURITY OFFICER

BASIC FUNCTION:

Under the direction of the Director-Security, monitor campus parking lots, direct traffic and enforce College parking and traffic rules and regulations; patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities.

DISTINGUISHING CHARACTERISTICS:

The Security Officer is the entry-level position in the series. Incumbents perform security and traffic duties under general direction. The Senior Security Officer is the experienced level position in the series. Incumbents perform security and traffic duties independently and serve as a lead over designated incumbents in the Security Officer classification.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor incoming and outgoing traffic and direct vehicles to appropriate parking lots; assure vehicles belong to students, staff or authorized visitors; enforce parking and traffic regulations and issues citations as needed; prepare related paperwork.

Patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities; investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.

Identify and respond to campus disturbances, law violations and emergency situations; assure students and visitors comply with campus rules and regulations; notify law enforcement agencies of criminal activity, and Fire Department personnel and paramedics of emergencies as needed.

Protect students, personnel, equipment and property by performing inspections on foot and in patrol vehicles of unsafe conditions, illegal acts and unauthorized persons on and around designated properties.

Provide directions and assistance to students and campus visitors as requested; transport disabled students and others and provide safety escorts as needed.

Lock, unlock, open and check doors, windows, gates and other entrance and exit accesses to buildings, properties and facilities; set, reset and disarm alarms as needed.

Prepare and maintain various records, logs and reports related to crimes, security incidents, citations and assigned activities.

Operate a variety of security equipment including a two-way radio, electric cart and various hand,
power and electronic tools and equipment; drive a vehicle to conduct work.

Train and provide work direction and guidance to student workers as directed; provide input concerning student performance as requested.

Investigate and report instances of graffiti and vandalism.

Provide first aid and CPR services as needed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Basic investigative and law enforcement practices.
Crowd and traffic control techniques.
Operation and safe use of a variety of standard security equipment.
Traffic laws, defensive driving techniques and rules of the road.
Common building and grounds safety practices.
Oral and written communication skills.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
First aid and CPR procedures.

ABILITY TO:
Monitor incoming and outgoing traffic and direct vehicles to appropriate parking lots.
Enforce parking and traffic regulations and issues citations as needed.
Patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities.
Investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.
Provide directions, assistance and transportation to students and campus visitors as requested.
Learn, interpret and apply College campus, parking and traffic rules and regulations.
Operate a variety of standard security equipment.
Determine appropriate action within clearly defined guidelines.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Maintain records and prepare reports.
Administer first aid and CPR as needed.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Valid First Aid and CPR Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Standing and walking for extended periods of time.
Seeing to monitor campus activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to issue citations and operate security equipment.

HAZARDS:
Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.
Contact with dissatisfied or abusive individuals.