

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Safety and Security Officer**

Data Year: 2017

Prepared On: 11/14/2017

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Department:	Facilities	Grade:	7
Reports To:	Dennis K. Mulanax	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Roger Scheib	Effective Date:	02/15/2012
		Revised Date:	05/07/2016

**Role:**

The role of the Department of Safety and Security is to provide campus services which enhance and support the Seward County Community College's Mission Statement. Officers will constantly protect, support and promote our college, its students, faculty, staff, and visitors towards an atmosphere that is safe, peaceful and ideally crime free.

**Essential Functions & Responsibilities:**

- E 50% Patrol college campus properties, serving as a deterrent to crime and being on the lookout for violations of safety and crime and serve as a guide or reference upon any inquiries regarding the college and its operations. (General Patrol functions)
- E 40% Open, close and secure college buildings and specific rooms for scheduled events. This task is essential in that campus buildings and mechanical rooms/ equipment must be secure for safety, integrity and accountability reasons.
- E 5% Investigate and document both criminal and administrative offenses committed on campus and properties connected to the college properties for mandated reporting standards (Clery Compliance)
- E 5% All other duties as assigned.

**Performance Measurements:**

1. Answer alarms and investigate disturbances.
2. Collect any documents relevant and factual information pertaining to criminal or administrative offenses committed on campus properties in a timely manner and submits a completed Activity Report prior to ending the shift or scheduled assignment.
3. Maintain confidentiality of records and information.
4. Collect and secure contraband immediately upon discovery.
5. Open, close, lock or unlock campus doors as assigned by daily schedules or scheduled events.
6. Drive and, or walk around the entire perimeter of each campus building and walk the allowable interior of such buildings and check for violations, damage, unsafe conditions and security breaks.
7. Immediately lock, secure, or arrange to have fixed each security break or unsafe condition identified while on patrol.
8. Complete a Daily Activity Report no later than by the completion of each shift.

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9. Report to duty groomed, clean and neat.
10. Report to duty with a clean and neatly pressed uniform with all required equipment and ID. Shoes are clean and shined.

**Knowledge and Skills:**

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|----------------------|--|
| Experience           | One to two years of security and/or public safety experience preferred.  |
| Education            | A high school education or GED. Associate's degree preferred.  |
| Interpersonal Skills | Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation. Ability to perform safety and security responsibilities and to handle conflicts in a professional and caring manner; make sound decisions based upon the facts available.   |
| Other Skills         | <p>Knowledge:</p> <ol style="list-style-type: none"><li>1. Problem Sensitivity: The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.</li><li>2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</li><li>3. Knowledge of basic math.</li><li>4. Basic knowledge of MS Office applications.</li></ol> <p>Skills:</p> <ol style="list-style-type: none"><li>1. Interpersonal skills of courtesy, tact, confidentiality and diplomacy.</li><li>2. Maintain a professional work environment.</li><li>3. Excellent customer service skills and conveying of information effectively.</li><li>4. Multi task with frequent interruptions.</li><li>5. Proficient in the use of MS Word, Excel, Internet Explorer, and Outlook.</li><li>6. Proficient in the application of established Emergency Guidelines, enforcement and compliance procedures.</li></ol> <p>Abilities:</p> <ol style="list-style-type: none"><li>1. Understand and follow oral and written directions.</li><li>2. Learn new skills and adapt to new concepts.</li><li>3. Learn additional software as needed.</li><li>4. Enter data with proficiency and accuracy.</li><li>5. Maintain confidential information.</li><li>6. Complete tasks with frequent interruptions.</li><li>7. Operate office and duty equipment.</li><li>8. Maintain a valid driver's license, obey all driving rules and exercise due caution at all times.</li><li>9. Meet time lines.</li><li>10. Work as a team member.</li></ol> |

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11. Plan, organize, and manage time.
12. See details at close and far distances.
13. Arrange things or actions in a certain pattern according to specific rule or set of rules (e.g., patterns of numbers, letters, words, mathematical operations).
14. Concentrate and work effectively on detailed tasks for extended periods of time and/ or intermittently while attending to other responsibilities.
15. Walk on average 2-4 miles per day, using stairs, ladders and uneven or slippery surfaces.
16. Withstand various weather conditions.
17. Work different shift schedules or assignments as needed.

**Physical Requirements**

Sitting for a period of 1 hour at one time with a total of 1 hour  
Standing for a period of 1 hour at one time with a total of 2 hours  
Walking for a period of 1 hour at one time with a total of 5 hours  
Lifting up to 100 lbs. occasionally  
Carrying up to 5 lbs. continuously and up to 100 lbs. occasionally  
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling  
Use both feet for repetitive movements as in operational functions  
Bending, squatting frequently; crawling, climbing, and reaching above shoulder level occasionally  
Exposed to unprotected heights, being around moving machinery, exposure to marked changes in temperature and driving automotive equipment and exposure to dust, fumes, and gases  
Keyboarding 1 3 hours daily

**\*\*Most physical activity would consist of walking and using stairs as in having to foot-patrol the campus, and unlock and or lock the campus properties which consist of approximately 2-4 miles of distance per shift.**

**Work Environment** Work environment involves some exposure to hazards or physical risks, which require basic safety precautions.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature