

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PUBLIC SAFETY LIEUTENANT

PAY GRADE: C-7

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Develop and implement on-going in service training programs for all Public Safety Officers at all campuses. Insure all CF officers maintain all required qualifications. Supervise and oversee the activities of the officers on patrol, review all shift paperwork and audit the electronic patrol round system to ensure compliance. Develop and implement strategies and activities that promote and enhance the mission of the Public Safety Department. Act as a liaison between the officers on shift and the Public Safety Manager. Assist with patrol and other Public Safety functions on campus.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Florida Class D Security Officer License required. High school diploma or equivalent required. CPR and First Aid Certification preferred.
2. Years of experience in the field: Three years or more in security or police-type work required. One year of which is in a supervisory capacity preferred. Two additional years in security may be substituted for the supervisory experience. One year of experience in a training capacity.
3. Special skills or abilities related to position: Positive human relations skills. Ability to readily acquire knowledge of buildings and grounds to be patrolled. Ability to gain knowledge of the rules and regulations pertaining to traffic patterns on campus. Ability to give direction and guidance to Public Safety personnel. Ability to work all shifts, including nights and weekends. Current Florida driver's license required.

Normal vision, correctable to 20/20. Normal hearing and speech to enable use of telephone. Sufficient manual dexterity to write and to handle small objects, such as locks and keys. Ability to stand and walk for long periods and to climb stairs.

PREREQUISITES FOR POSITION (Qualification Standards Continued):

Sufficient ability to run, if necessary, and to maneuver in small spaces and to respond to emergency situations. Ability to work in all climate conditions, both inside and outside. Ability to function as a lead worker and to schedule and evaluate the work of other employees.

ESSENTIAL JOB FUNCTIONS:

1. Function as the Manager - Public Safety in his absence.
2. Function in a decision making position as a Lieutenant.
3. Reviews and approves all Accident/Incident Reports for accuracy and completeness, providing remedial training for Public Safety Officers as needed.
4. Serves as Training Officer for the Department. Trains all new officers as well as schedules and develops content for quarterly training sessions
5. Serves as liaison for the Department with outside entities in designing security and traffics plans for special events held on the Ocala campus.
6. Reviews and approve all shift paperwork and audits the electronic patrol round system to ensure compliance with policies and procedures. Provides remedial training when issues are identified.
7. Develops schedule to ensure all shifts and special events are properly staffed.
8. Conducts weekly inspections of golf carts, vehicles and equipment, including but not limited to radios, panic buttons, and emergency call boxes.
9. Supervise all patrol officers and office personnel on shift.
10. Assist in the evaluation of performance of Public Safety officers.
11. Conduct periodic patrols of all campuses in assigned vehicle.
12. Perform traffic control duties. Regulate vehicle flow and parking.
13. Assist motorists who need a jump-start or have locked their keys in their vehicle.
14. Serve as first responder to accidents and other incidents. Contact Fire Rescue or Ocala Police Department when necessary.
15. Ensure compliance with Board of Trustees rules and instructions for use of college grounds and facilities.
16. Notify proper legal authorities of matters under their jurisdiction.
17. Prepare written reports as needed. Note any potential or actual security/safety hazard to college personnel or property.
18. Assist in the evaluation of performance of Public Safety officers.
19. Advise and assist the Manager - Public Safety on campus security matters.
20. Develop and implement security awareness activities.
21. Requires regular In-District and Out-of-District Travel.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.
- Ability to operate standard office machines such as photocopiers, fax machine, telephones, and radio equipment.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS

- Works outside in various weather conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus, Public Safety Building, Bldg. 55

SUPERVISOR OF POSITION: Manager - Public Safety