

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PUBLIC SAFETY OFFICER
PAY GRADE: C-2
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To safeguard college personnel, property and grounds, to patrol the campus as directed, and to assist with parking and traffic control.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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: Must possess a Florida Class D Security Officer license or obtain a Class D license within the first 6 months of employment. High school diploma or equivalent preferred. CPR and First Aid Certification preferred.
2. Years of experience in the field: Two years' or more in full-time security or police-type work preferred.
3. Special skills or abilities related to position: Ability to comprehend and comply with both written and oral instructions. Ability to control vehicular traffic and crowds. Ability to maintain composure and exercise proper judgment in stressful situations. Possession of adequate tact and interpersonal communication skills. Computer literate, or ability to learn operation of system to retrieve data from computer records. 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. 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 correctly administer CPR and first aid. Willingness to work any shift.

ESSENTIAL JOB FUNCTIONS:

1. Conduct periodic patrols of campus on foot or in assigned vehicle. Be watchful for unauthorized persons or activity.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Perform traffic control duties. Regulate vehicle flow and parking. Issue citations to those not in compliance with CF Traffic and Parking Regulations.
3. Assist motorists who need a jump-start or have locked their keys in their vehicle.
4. Check that vending machines and all exterior entrances to all buildings are secure and have not been tampered with.
5. React as first responder to accidents. Contact Fire Rescue or Ocala Police Department when necessary.
6. Ensure compliance with Board of Trustees rules and instructions for use of college grounds and facilities.
7. Prepare and issue photographic identification cards. Issue parking decals and permits. Retrieve pertinent data from computer records as needed.
8. Prepare written report at the completion of each shift. Note any potential or actual safety hazard to college personnel or property. Indicate the time each building/area was checked, and any unusual activity noted.
9. Perform incidental clerical work within the Security Building, such as writing routine reports, answering the telephone, etc.
10. Raise and lower the national and Florida flags.
11. Other duties as assigned.

(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 accommodations 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 sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions.

ENVIRONMENTAL CONDITIONS (CONTINUED):

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

PRIMARY LOCATION OF JOB: Security Building

SUPERVISOR OF POSITION: Manager Public Safety, Coordinator – Facilities AMA,
Coordinator – Maintenance Citrus or designated
supervisor