

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PUBLIC SAFETY SERGEANT

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Supervise and oversee the activities of the officers on patrol, the NEST personnel as well as the office staff during the evening hours. Help develop and implement strategies and activities that promote and enhance the mission of the Public Safety department. Assist with patrol and other Public Safety functions on campus.

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: 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.
3. Special skills or abilities related to position: Positive human relations skills. Skill in handling traffic control. 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. 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 in 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. Knowledge of the college mission, and of goals and objectives in meeting the mission.

ESSENTIAL JOB FUNCTIONS:

1. Function in a decision making position as a sergeant.
2. Make rounds of all patrol officers and office personnel.
3. Conduct periodic patrols of campus on foot or in assigned vehicle. Be watchful for unauthorized persons or activity.
4. Perform traffic control duties. Regulate vehicle flow and parking.
5. Assist motorists who need a jump-start or have locked their keys in their vehicle.
6. React as first responder to accidents. Contact Fire Rescue or Ocala Police Department when necessary.
7. Ensure compliance with Board of Trustees rules and instructions for use of college grounds and facilities.
8. Notify proper legal authorities of matters which are under their jurisdiction.
9. 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.
10. Assist in the evaluation of performance of Public Safety officers.
11. Advise the manager of Public Safety on campus security matters.
12. Develop and implement security awareness activities.

(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.

ENVIRONMENTAL CONDITIONS

- Works outside in various weather conditions.

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

PRIMARY LOCATION OF JOB: Security Building

SUPERVISOR OF POSITION: Manager of Public Safety