

SAFETY OFFICER – PART TIME – CHANUTE

Reports to: Director of Facilities
Classification: Part-time, 11-month Employee
Pay Status: Hourly, Non-exempt, Level V
Fringe Benefits per Board Policy
Minimum Starting Salary: \$13.50
Revised: December 2020

Purpose of position: This position performs a variety of safety and security-related functions for the college and reports to the Director of Facilities in conjunction with the Vice President for Operations. The position is responsible for patrolling college buildings and property to detect suspicious activity, assist as necessary while acting as an ambassador of the college, and ensure the safety of students, employees and visitors.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Circulate among students, employees and visitors to preserve order and protect property while projecting a professional but friendly demeanor;
2. Have a working knowledge of college operations and assist students/employees/patrons as necessary;
3. Secure premises and personnel by regularly patrolling property;
4. Monitor surveillance equipment as necessary;
5. Inspect buildings, equipment, and access points;
6. Respond to alarms and calls for distress;
7. Investigate disturbances and when necessary notify appropriate college personnel;
8. Call college personnel or police or fire departments as appropriate in cases of emergency;
9. Serve as point of contact with police or fire departments until relieved by appropriate college personnel;
10. Use walkie-talkies and cell phone to stay in contact with other safety officers and college personnel;
11. Prevent losses and damage by reporting irregularities; informing violators of policy and procedures;
12. Complete reports by recording observations, information, occurrences, and surveillance activities;
13. Maintain organization's stability and reputation by complying with legal requirements such as the Clery Act as amended by VAWA and SaVE Acts;
14. Perform other miscellaneous duties as assigned by the Director of Facilities or designee.

Required Knowledge, Skills and Abilities

1. Ability to project a positive and professional image to students, employees and patrons.
2. Excellent interpersonal skills and communication skills.
3. Ability to appropriately exercise independent initiative and judgment.
4. Ability to handle stressful individuals and situations.
5. Sensitivity to, and awareness of, confidential situations.
6. Ability to learn and complete routine safety and security tasks.

Education and Experience

1. HS diploma or GED required, Associates preferred;

2. One-two years of work experience required, preferably in area of responsibilities of position; and
3. Previous safety and/or security-related experience is preferred.

Working Conditions

1. Wear complete uniforms per NCCC standard while on duty;
2. Ability to sit at security desk, stand, walk patrols and occasionally run if the situation demands.
3. Ability to patrol buildings, parking lots and grounds, sometimes during inclement weather conditions;
4. Specific vision abilities required by this job include night vision and the ability to adjust focus;
5. Ability to use hand-held communication devices such as walkie-talkies and cell phones;
6. Some travel to alternate work locations may be required;
7. Must have valid driver's license;
8. Evening and/or weekend work required, depending upon shift; and
9. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Safety Officer - PT, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at <http://www.neosho.edu/careers.aspx>.

Review of applications begins upon receipt.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>