Saint Michael's College
Job Description

Job Title: Director of Public Safety/Chief of Fire and Rescue

Department: Public Safety

Supervisor or Manager: Vice President of Student Affairs

Date Created: 7/21/2005  Last Revised: 7/21/2005  FLSA Status: E

Approved by (print name): ________________________  Signature: ________________________

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- A safe and secure campus environment, conducive to living, learning and working, is provided
- Responses are timely and incidents/emergencies on campus are mitigated
- Positive working relationships with local police, fire and rescue agencies are established and maintained
- Fire and Rescue is operated successfully

Essential Duties and Responsibilities:
- Plans, administers and monitors activities of Security staff
- Develops procedures and guidelines for staff to meet institutional needs
- Directs operations of Fire and Rescue
- Administers campus parking program
- Coordinates emergency responses on campus
- Follows up and investigates incidents of a serious nature on campus
- Oversees Telephone and Dispatch Services office

Secondary Responsibilities:
- Reviews and approves incident reports
- Prepares reports, including annual report and furnishes statistics to the Department of Education
- Oversees issuance of campus keys
- Maintains fire equipment on campus, consults of fire safety matters
- Provides security coverage for special events
- Oversees staff training and development
- Recruits, selects and trains staff
- Participates in Fire and Rescue activities, including calls, training and meetings
- Maintains liaison with other departments and outside agencies
- Serves on various committees, including risk management/safety
- Conducts student safety training for van operators

Positions Supervised:
- Administrative Assistant (1)
- Sergeant (1)
- Officers (7 full-time, 1 part-time)
- Dispatchers (3 full-time, 6 part-time)
- Fire and Rescue (2 Assistant Chiefs, 25-40 students, 10-15 alumni)

Position’s Major Contacts:
- VP of Student Affairs and other members of cabinet
- Other department directors
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- Residence Life staff
- Students
- Parents
- Visitors
- Alumni
- Police agency heads and officers
- Fire and Rescue agency heads and members
- Vendors

**Demonstrates Excellence in this Position:**
- Applies a broad knowledge base in security, law enforcement, fire and rescue operations
- Skillfully handles interactions with wide variety of people in a broad range of circumstances
- Sets/enforces high standards and leads by example

**Education and Work Experience Required:**
- Bachelor’s degree plus supervisory experience
- Fire Department and Emergency Medical Services training/experience
- Background in security/law enforcement helpful

**Analytic Skills Required:**
- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills Required:**
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills Required:**

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Other:
IRIMS- highly proficient
PowerPark- highly proficient
Road Safety- highly proficient
Emergency Reporting- highly proficient
Access(Daily Log)- intermediate

**Licenses, Certifications and Other Requirements:**
- CPR
- EMT
- Control and Restraint
- OC Spray
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**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Director of Public Safety/Chief of Fire and Rescue, the employee is required to lift and/or move 51-100 pounds.

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 a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Availability for 24 hour access to support operations
- Must be able to play an integral role in College’s emergency response plan

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.