

## Saint Michael's College Job Description

**Job Title:** Public Safety Officer (Full-Time, Part-Time and Per Diem)

**Department:** Public Safety

**Supervisor or Manager:** Corporal > Director

**Date Created:** 7/21/2005

**Last Revised:** 07/28/23

**FLSA Status:** NE

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:**

- Maintains a safe environment for students, employees, and visitors to the College
- Crime prevention and investigation of any incidents of theft, vandalism, fire, or fire hazard
- Assists local police with investigations or incidents that affect campus
- Viewed as a leader who works collaboratively with students, staff, and faculty to foster professional relationships within the campus community

### **Essential Duties and Responsibilities:**

- Investigates all incidents/complaints made by faculty, staff, or students
- Acts as first responder for any and all medical or fire incidents on or near campus
- Reports any unusual or hazardous conditions on campus to appropriate officials
- Ensures that buildings are locked and unlocked as appropriate
- Acts as first responder to any and all Facilities incidents and provides assistance as needed, within scope of knowledge
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

### **Secondary Responsibilities:**

- Patrols the campus buildings and grounds on foot or in security vehicle
- Prepares all required paperwork on security activities in a timely manner
- Provides security services such as parking enforcement, traffic direction and crowd control for all special events
- Instructs or assists with instruction on safety for students and campus members
- Performs other assigned duties, as deemed necessary

### **Positions Supervised:**

- None

### **Major Contacts:**

- Students
- Faculty/staff
- Visitors (also includes dignitaries)
- Parents
- Law enforcement representatives and contractors

### **Demonstrates Excellence:**

- Displays a thorough understanding of all College policies and procedures including incident reporting system, daily logs, emergency guidelines for fire/bomb threats, hazardous material spills, student handbook/code of conduct, and Vermont state laws
- Achieves skills/level of knowledge needed for this position through continued annual classes and hands on training
- Remains calm under stress and in emergency situations
- Interacts tactfully and efficiently with wide range of individuals in a broad range of circumstances

### **Education and Work Experience:**

- High school diploma or equivalent

- Security/law enforcement background preferred

**Analytic Skills:**

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response

**Language and Literacy Skills:**

- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior
- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills
- Has the demonstrated ability to prepare or revise written reports or other documents

**Computer/Technology Skills:**

Microsoft Word	<input type="checkbox"/> None	<input checked="" type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Microsoft Excel	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Microsoft Publisher	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Microsoft Powerpoint	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Microsoft Outlook	<input type="checkbox"/> None	<input checked="" type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Adobe Photoshop	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Adobe Acrobat	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Quark	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Datatel	<input checked="" type="checkbox"/> None	<input type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient
Internet Research	<input type="checkbox"/> None	<input checked="" type="checkbox"/> working knowledge	<input type="checkbox"/> intermediate	<input type="checkbox"/> highly proficient

**Other:**

- Omnigo - Working Knowledge but not required for hire
- Evidence.com - Working Knowledge but not required for hire
- Iparq- Working Knowledge but not required for hire
- Rave/LiveSafe - Working Knowledge but not required for hire

**Licenses, Certifications and Other Requirements (Within the first year of employment):**

- CPR-AED
- OC Spray
- First Aid
- Control/Restraint

**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 Public Safety Officer, the employee is regularly required to lift and/or move 26-50 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.

Saint Michael's College

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Job Title: Public Safety Officer

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**Additional Requirements for the Job:**

- Availability to work a 24-hour operation, including nights, weekends, and holidays
- Experience instructing in group settings preferred
- Part-Time Employees:
  - Part Time employees will be required to work at least one shift per week year-round on Fridays, Saturdays, and/or Sundays. Hours to be determined/approved by the Director or his/her designee
- Per Diem Employees:
  - Per Diem employees will be required to work a minimum of eight hours per calendar month. Hours worked are subject to the approval of the Director or his/her designee

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.

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