

Position: Public Safety Officer (Full Time)  
Department of Public Safety and Security

Summary Description: The Public Safety Officer provides a safe environment for all persons, assists in loss prevention, monitors parking and traffic control, conducts regular vehicular and foot patrols, and responds to emergency situations as appropriate. This position promotes a positive image of the College by providing directions and information, and rendering assistance to students, faculty, staff, and visitors to campus. Public Safety officers work a rotating schedule consisting of 12-hour shifts and/or additional special assignments, as needed.

Description of Duties/Responsibilities:

*Essential Functions*

1. Maintains a safe and secure campus environment for students, faculty, staff and visitors by regularly patrolling the campus primarily on foot and occasionally by vehicle. This includes being able to climb stairs and hills.
2. Responds to all security and safety inquiries and complaints as dispatched, to provide a safe and orderly environment for all persons, buildings, and property on campus.
3. Reacts quickly and responsibly to all types of incidents and situations requiring sound decisions and written reports. This may include observing, identifying, and questioning suspects; providing information to law enforcement officers as necessary; reacting to emergency situations, including medical alerts and fires; making immediate evaluations concerning the need for outside assistance; and reporting emergency and/or 911 situations to local authorities.
4. Promotes a positive image of the College by providing assistance to students, faculty, staff, and visitors, including giving directions, providing information regarding campus locations/facilities/activities, and rendering aid reasonably within the Officer's means, as requested, e.g., jumping off batteries, using Officer's telephone, etc.
5. Enforces college parking and traffic regulations in accordance with Spring Hill College policies and pertinent state laws. This may include moving/lifting traffic control barricades, working and reporting traffic accidents, violations, infractions, etc.
6. Maintains work log; provides additional written reports of incidents or accidents as directed. Ensures that pertinent information is provided to successive shifts by briefing the relieving officer of any information gathered during the shift which may be useful or appropriate.
7. Operates radio, direct connect devices, and other types of communications equipment.
8. Provides building security, including locking and unlocking doors.
9. Performs routine test of fire alarm systems. Responds to, silences, and resets alarms within campus buildings. Works with and assists alarm company technicians, as needed.
10. Performs routine inspections of elevator and emergency telephones.
11. Completes routine inspection of all campus fire extinguisher units.
12. Moves and/or operates safety equipment such as fire extinguishers, as necessary or as requested.
13. Promotes an awareness of safety issues by talking to students, faculty, staff, and others during normal patrol duties.
14. Provides crowd control at athletic, social and special events.
15. Assists in training new officers in the field according to established schedule and guidelines.
16. Serves in the capacity of Communications Officer, if needed.

17. Must handle confidential matters with appropriate discretion.
18. Performs other essential duties and tasks of Spring Hill College, as required.

*Marginal Functions*

1. Establishes good public relations with the campus community and various public sectors, exemplifying the high standards of Spring Hill College.
2. Provides security measures for special events and occasions, as requested.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
2. Knowledge of methods and procedures related to public safety activities, including patrol, crime prevention, criminal investigation, traffic control, and emergency operations.
3. Knowledge of factual and sequential recall principles and procedures.
4. Ability to anticipate and resolve problems using mature and sound judgment along with excellent conflict resolution and communication skills.
5. Ability to make accurate observations and remember details of situations and individuals.
6. Ability to remain calm and effective under heavy work load and in emergency situations.
7. Ability to identify alternative courses of action.
8. Ability to set priorities.
9. Ability to communicate tactfully and effectively in both oral and written form; ability to be tactful and courteous with the public in person or over the telephone.
10. Ability to establish and maintain effective working relationships with others.
11. Ability to maintain files.
12. Basic personal computer skills to access word processing and email functions; ability to prepare and submit computer-generated reports in a timely manner.
13. Ability to physically access all areas of campus, including all areas of its buildings and grounds.
14. Ability to understand and carry out oral and written instructions.
15. Ability to work a 37.5- or 40-hour week or a flexible schedule as required, including alternating schedules and occasional extended shifts. Some longer work weeks may be required.
16. Ability to work nights, weekends, and holidays.
17. Ability to work primarily outdoors in varied weather conditions.
18. Ability to lift and transport objects or equipment weighing up to 50 pounds, including traffic barricades and fire extinguishers.
19. Ability to stand for long periods of time.
20. Ability to recognize the dignity of every individual without any form of discrimination, treating all with care and respect while valuing our differences.
21. Ability to successfully complete CPR, Basic First Aid, and AED training.

Qualification Standards:

*Education:* Any combination of education and experience equivalent to completing the twelfth grade or any other combination of education, training, or experience that provides the required knowledge, skills, and abilities.

*Experience:* Requires two years of experience in law enforcement or corrections; five or more years of such experience preferred. Other experience and/or training in positions involving safety and security operations as a security officer or other related field may be accepted when augmented by an extensive education component.

*Preferred Qualifications:* A college education is preferred.

*Certification and Licenses:* Motor vehicle license valid in the State of Alabama and subject to approval from Spring Hill College's automobile insurance carrier. Current certification for Adult/Child cardiopulmonary resuscitation (CPR), First Aid and Automatic External Defibrillators (AED) is required.

*Other Qualifications:*

Must be willing to submit to background checks and all applicable drug testing.

Firearms or weapons of any type are not permitted.

*Grooming and Appearance:* Spring Hill College seeks to maintain a neat and professional image at all times. All Department of Public Safety Officers must wear black shoes with issued uniforms and maintain a neat, clean, and well-groomed appearance.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

This Public Safety Officer position REQUIRES POST-OFFER/PRE-EMPLOYMENT DRUG TESTING. Ongoing review of responses; position available \_\_\_\_\_. To apply, mail a cover letter and resume to: Personnel Office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. E-mail accepted at: lrobinson@shc.edu.