



Position: Public Safety Officer, Full Time

Department: Public Safety, Police, and Security

Spring Hill College is a four-year Jesuit Catholic college located at 4000 Dauphin Street, in Mobile, Alabama. Spring Hill College is located in one of Mobile's safest neighborhoods, bordered by Dauphin Street to the south, and Old Shell Road to the north. Portier Lane and the Avenue of the Oaks are two public streets that are on Spring Hill College's campus. The main campus rests on a 381-acre site consisting of eleven residence halls that can house up to 1180 residents, a student center that houses a dining, spirit store and campus life offices, an athletic center, a theater, a library, two chapels, classrooms, athletic fields, an 18-hole golf course, and several other buildings.

Spring Hill College is committed to providing a safe living and learning community for its students, faculty, staff and visitors. Our goal is to create a customer friendly environment that focuses on crime prevention and problem solving through awareness and education. By working together, we can create a safer and more secure campus for the Spring Hill College community. The Spring Hill College Department of Public Safety is staffed with trained professional police, public safety officers, and communication dispatchers. The mission of Spring Hill College's Department of Public Safety is to promote the intellectual, social, spiritual, physical and recreational aspects of students' lives while providing a safe and secure environment. Spring Hill College's crime prevention and security programs nurture the personal growth of students with the goal of assisting students to develop into responsible citizens consistent with the teachings and traditions of Spring Hill College as a Jesuit, Catholic institution.

#### **Position Summary:**

The Spring Hill College Public Safety Officer reports to the Director of Public Safety and provides quality safety services that include maintaining a safe environment conducive to learning and contributing to the education process for students. Public Safety Officers provide for the safety of all SHC community members. Assists in loss prevention, monitor security cameras, parking, traffic control, foot patrol and responds to emergency situations.

#### **Essential Functions:**

- Maintains a safe and secure campus environment by regularly patrolling the campus
- Protects and secures community members, property and facilities
- Assists campus Police Officers when necessary and relieves officers in non-criminal matters.
- Prevents unlawful acts, suppress disturbances, and provides service aid relief
- Responds to calls concerning crisis, accidents, crimes and other emergencies or security concerns
- Enforces all rules in accordance with the approved policies and procedures
- Cooperates with police officers in sharing information and assistance
- Writes effective incident reports
- Establishes good public relations with the campus community and various public sectors
- Enforces College parking and traffic regulations in accordance with Spring Hill College policies. This may include moving/lifting traffic control barricades, working and reporting traffic accidents, violations, infractions, etc.
- Provides building security, including locking and unlocking doors.
- Performs routine test of fire alarm systems. Responds to, silences, and resets alarms within campus buildings.
- Performs routine inspections of elevator, emergency telephones and fire extinguisher units.
- Promotes an awareness of safety issues by participating in awareness programs
- Handles confidential matters with appropriate discretion.
- Performs other duties as assigned

#### **Required knowledge, skills, and abilities:**

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Ability to recognize the dignity of every individual without any form of discrimination or harassment, treating all with care and respect while valuing our differences.
- Knowledge of methods and procedures related to public safety activities, including patrol, crime prevention, traffic control, and emergency operations.
- Ability to anticipate and resolve problems using mature and sound judgment along with excellent conflict resolution and communication skills.

- Ability to identify alternative courses of action.
- Knowledge of factual and sequential recall principles and procedures.
- Ability to make accurate observations and remember details of situations and individuals.
- Ability to remain calm and effective under heavy workload and in emergency situations
- Ability to maintain emotional control under stress.
- Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

Ability to navigate adverse and hazardous working conditions, including violent and armed confrontations.

- Ability to communicate tactfully and effectively in both oral and written form
- Ability to establish and maintain effective working relationships with others.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain proper records and documentation.
- Computer and technology skills; ability to accurately prepare and submit computer generated reports in a timely manner
- Ability to climb stairs and hills and/or stand for long periods of time. The employee's duties typically require strenuous walking, standing, and climbing.
- Ability to operate a motor vehicle.
- Ability to lift and transport objects or equipment weighing up to 50 pounds, including traffic barricades and fire extinguishers.
- Ability to work a 40–50-hour week or a flexible schedule as required, including alternating schedules and occasional extended shifts. Some longer work weeks may be required.
- Ability to work nights, weekends, and holidays. Ability to be on call, when necessary, 24 hours a day
- Ability to work primarily outdoors in varied weather conditions.

#### **Minimum Qualifications:**

- 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.
- Requires two years of experience in security or law enforcement or corrections. 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 bachelor's degree is preferred
- Four or more years of related experience

#### **Other Qualifications:**

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

To apply, please submit a resume with name, email, and phone number of three work references (one must be a supervisor) to: [hr@shc.edu](mailto:hr@shc.edu) or Director of Public Safety, Eddie Gonzalez at [egonzalez@shc.edu](mailto:egonzalez@shc.edu).

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Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice.  
This job description is not an employment agreement or contract.

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