

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status.</b> FT, 12 months	<b>Title</b> SECURITY OFFICER – Webb City
<b>Reviewed:</b> 7/27/2017	<b>Department</b> PHYSICAL PLANT
<b>Level:</b> Staff, Range 5	<b>IPEDS</b> MAINTENANCE/SERVICE
<b>FLSA:</b> Nonexempt	<b>Reports to</b> CAMPUS DIRECTOR/ SECURITY SUPERVISOR

**POSITION SUMMARY**

Assist in providing campus-wide public safety and security for college staff, students and visitors, monitoring and patrolling campus and providing assistance as needed. Responsibilities include but are not limited to the “Major Functions” listed below.

**MAJOR FUNCTIONS**

1. Patrolling the campus, monitoring the premises and reporting unusual occurrences to the Center Director, Security Supervisor, Director of Plant and/or Police Department as needed.
2. Respond to on-campus emergencies and/or issues involving safety.
3. Maintain courteous and cooperative relations with all other units and personnel of the college.
4. Make record of any reportable crime occurring on campus and deliver records to Center Director and Security Supervisor.
5. Assist in the operation of the community safe room including; emergency planning, management of safe room supplies, scheduling of first aid training, and serving as the on-site field manager in case of severe weather.
6. Monitor parking and distribute tickets as needed.
7. Maintain working relationships with area law enforcement agencies, emergency management organizations, and safety organizations.
8. Coordinate with the Center Director, Center Director, and the Directors of the Plant and Public Information to keep abreast of written policies and procedures for the Crisis Management Plan.
9. Check e-mail daily for requests/information.
10. Be self-motivated and able to determine tasks that could be completed to benefit the College during low traffic times.
11. Perform other related duties as may be assigned by the Center Director, Security Supervisor, and/or Director of Physical Plant.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Minimum of High School diploma or equivalent; associates or equivalent in law enforcement training strongly preferred.
2. Must be minimum of 21 years of age.
3. Must pass physical and background check. Must have no felony convictions or misdemeanors involving domestic violence or moral turpitude.
4. Possession of current Missouri P.O.S.T. certification preferred. Other applicants will be considered after meeting preliminary requirements including physical, background check, medical screening, and staff interviews.
5. Two years law enforcement experience or closely related field preferred.

6. Knowledge of current law enforcement issues, theory, and practice; health and safety regulations; and local, state and federal laws.
7. Training in areas of safety compliance, criminal investigation and crime prevention preferred.
8. Physically able to patrol campus on foot. Ability to see, hear, speak, use hands and fingers, sit, carry, stoop, kneel, crouch or crawl and push or pull, and lift a minimum of 50 pounds.
9. Must possess a valid driver's license with a good driving record.
10. Awareness of personnel and equipment safety.
11. Ability to work 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> shift and respond to emergency calls as required.
12. Able to work cooperatively and communicate with college employees, students, law enforcement, emergency personnel, and the general public.

<b>EQUIPMENT/SOFTWARE</b>
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Access information via computer including e-mail and required reports.

<b>POSITIONS SUPERVISED</b>
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None

<b>WORKING CONDITIONS</b>
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1. Indoor and outdoor activity, with some exposure to noise, dust, cleaning chemicals, and inclement weather.
2. Generally day shift, but adjustment of hours will be required from time to time and in emergency situations.
3. A neat appearance is required and appropriate apparel must be worn at all times.

<b>PHYSICAL DEMANDS</b>
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Physical work required from time to time, including walking, lifting, pushing, etc.

<b>LANGUAGE/COMMUNICATIONS SKILLS</b>
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1. Ability to read and understand the English language.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.