



## JOB DESCRIPTION

<b>JOB TITLE:</b> Security Officer	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Facilities	<b>Revised Date:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> A-12
<b>Reports To:</b> Director of Facilities and Security	

### Job Summary

Under the supervision of the Director of Facilities and Security, insures protection of College property, students, staff, visitors, and enforces institutional, local and state rules, regulations and laws.

### Essential Functions

- Patrols all College buildings and grounds;
- Observes, reports and corrects irregular and unusual conditions;
- Investigates and maintains incident reports of all occurrences and completes daily activities reports;
- Responds to requests for assistance regarding lost or stolen property, break-ins, or vandalism;
- Investigates and reports incidents of a criminal nature to the Director of Facilities and Security or, if the situation warrants, to the appropriate law enforcement agency;
- Patrols all campus parking areas on a regular schedule and ensures compliance with handicapped parking places;
- Enforces campus parking regulations via tickets or contacting students in class to move illegally parked vehicles;
- Provides emergency assistance to individuals in the parking areas and facilitates access to mechanical or towing services as needed;
- Provides evening escort service from the main campus to off-site parking lot;
- Operates an emergency shuttle van service between the main campus and the off-site parking lot in the event of significant street flooding;
- Carries out the established procedure for opening and lock-down of campus buildings, offices and classrooms;
- Maintains first aid proficiency requirements as directed, and emergency medical protocol as set forth by security administration;
- Assists faculty, staff, students, and guests with basic first aid as needed;
- Contacts emergency medical personnel when necessary;
- Provides courteous assistance for faculty, staff, students, and visitors where necessary;
- Maintains vehicle use records for campus vehicles;
- Directs individuals to various locations on campus;
- Provides crowd control as required;
- Provides security assistance for the registration process including the Bookstore;

- Provides security escort service to employees for cash drops to the Business Office and to the bank;
- Maintains optimal operation of campus fire-alarm systems, fire extinguishers, and dry stand-by pipes via periodic system checks;
- Maintains and monitors campus video security monitoring system;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**Minimum Education, Skills and Abilities**

- High School diploma or equivalent and completion of approved Security Training course (A.A. degree in Law Enforcement preferred), and two years experience in security, or an equivalent combination of education and experience;
- First-aid and CPR training;
- Ability to establish and maintain effective relationships with students, faculty, staff, visitors and outside agencies;
- Ability to communicate effectively both orally and in writing;
- Competency in the use of PC's and associated software;
- Skill in problem solving and mediation conflict.

**Work Environment**

- This position is scheduled to work inside in a climate controlled area and an outside environment subject to weather extremes;
- Requires physical skills to be able to walk, climb stairs and make routine foot patrols;
- Ability to lift up to 50 pounds.

**Special Requirements**

- Certified Commissioned or Non-Commissioned Security Officer;
- Ability to work evening and weekend shifts, and be available to work a minimum of 3 additional 8 hour shifts per month if needed.
- Subject to a criminal background check prior to employment and periodic times during your employment.
- Valid Texas drivers licenses and be able to drive Galveston College Security vehicle to remote campus locations

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date