

Position Number:
Date of Posting: July 31, 2015
Department: Office of Public Safety
Position Type: Public Safety Officer/Security Officer II
Salary Range:
Number of Positions: 5 full time; 2 part time
Application Deadline: Open until filled

Summary

This position announcement is for a uniformed Public Safety Officer, with Fire Safety Director Certification, or the ability to obtain Fire Safety Director Certification, providing safety and security services to the Teachers College Community. Days and shift hours of work vary. Teamsters Union Local 707 membership required upon hire.

Responsibilities

- Provides community and customer service oriented safety and security services to the College community.
- Stands fixed posts at public safety desks and/or booths to maintain perimeter security and access control.
- Patrols the College campus and the neighborhood immediately surrounding the campus.
- Prepares a variety of safety and/or security reports and logs, and maintains records of a variety of safety and/or security related activities.
- Participates in inspections and surveys of facilities, lighting, fire safety systems and equipment, and environmental health and safety conditions. Communicates and/or coordinates corrective and/or maintenance follow-up activities.
- Maintains a neat, clean, and professional appearance of self, office equipment, and office work stations.
- Provides close cooperation and teamwork with staff members of other College service offices including but not limited to Facilities Management, Resident Services, Student Services, Event Planning, and Telecommunications.
- Maintains a control system for the storage, issuance, and collection of College locks and keys.
- Controls the access and movement of pedestrians and vehicles on campus.
- Participates in fire drills and fire system maintenance activities.
- Provides safety and security services at special events including but not limited to orientations, commencements, symposiums, and college celebrations.
- Interacts in a cooperative and professional manner with allied institutional public safety/security offices and local law enforcement agencies.
- Participates in regularly scheduled Office meetings, training classes, and training assignments.
- Provides visitor escort services and dignitary protection services as needed.
- Monitors CCTV, burglar and fire alarms, and telephone and radio communications. Provides telephone and radio dispatch as required.
- Ensures compliance with College rules and regulations.
- Assists in maintaining the proper operation of electronic security equipment including CCTV, card readers, turnstiles, digital and tape recorders.
- Maintains availability for extended shifts and mandatory overtime as required.
- Observes and reports on a variety of violations of College rules and regulations, and violations of local, state or federal law on College property. May be required, within guidelines, to actively mitigate crimes in progress and assist in the apprehension of violators.
- Provides a variety of services and performs a variety of special assignments during emergency situations.
- Reside within a thirty (30) minute response time to the College campus.

Minimum Qualifications:

- NYC Fire Safety Director Certification (FSD), or the ability to complete FSD Certification within the first 60 days of employment.
- New York State Security Guard License.
- High School Diploma or equivalency certificate.
- Five or more years of full-time work experience as a proprietary Public Safety Officer, Security Officer, Police Officer, or limited Peace officer, or any combination of education and experienced judged by the College to demonstrate the education and experience necessary to perform in the position.
- Ability to work rotating hours and shifts, and maintain availability for extended shifts and overtime work as required.
- Above average communication skills both oral and written.
- Physical ability to climb stairs, stand/sit/ walk a minimum of twelve hours, and be able to lift and carry 80 lbs.

Preferred Qualifications:

- Proven experience as a proprietary Public Safety Officer, Security Officer or Peace Officer at a university or college setting.
- Bachelors Degree in Police Sciences, Criminal Justice, Security Management or associated discipline, and/or Certificate in Security Technology, Security Management or other related discipline.
- Proven hands-on experience using computer based electronic access control systems.
- Prior experience as a Fire Department member, fire safety professional, Paramedic or EMT.

Candidates are subject to a full background investigation, including criminal history, verification of education and work experience, and reference checks.

This document is for recruiting purposes only and is not to be considered as the position Job Description.

Teachers College as an institution has long been committed to a policy of equal opportunity in employment