



Security Officer (Part-Time Variable Schedule)

Department: College Security	Approved Date: 11/30/17	
Reports To: College Security Shift Supervisor	Team: Learning Support	
FLSA Status: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	Part-time <input checked="" type="checkbox"/> Full-time <input type="checkbox"/>	
Compensation: Grade P3	Employee Group: Part-time Variable Schedule	
Contract or Grant Funded: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pre-Hire Drug test: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fingerprinting required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Essential Personnel: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Anticipated work hours:		
<input type="checkbox"/> 8:30-4:30 Monday to Friday	<input checked="" type="checkbox"/> Evenings	<input checked="" type="checkbox"/> Varied
<input type="checkbox"/> Other: ___: to ___ ___ to ___	<input type="checkbox"/> Weekends	
	<input type="checkbox"/> On call	

Position Summary:

The PTVS Safety and Security Officer is responsible for carrying out the College security functions of Frederick Community College. These functions include protecting life and property, preserving the peace and order of the College community and providing response, aid and customer service to all College stakeholders.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Perform regular security rounds as scheduled or required.
2. Respond as directed or in accordance with the College Emergency Management Plan to any emergency situation on College premises or as directed.
3. Administer CPR, basic first aid and AED as appropriate when the situation requires.
4. Open and secure all classrooms, offices, windows, and doors on campus daily or upon request.
5. Report all problems to supervisor.
6. Ensure incidents are logged into daily log and completed reports as required.
7. Conduct investigations, prepare related reports, and testify in criminal or civil proceedings as required.
8. Maintain confidentiality of information acquired through performance of duty.
9. Maintain confidentiality of security department reports and appropriate College records.
10. Monitor weather conditions and report conditions to the Director of Plant Operations or designee as required. Complete work orders as needed.
11. Assist any victim of any violation of law, policy, or safety procedure and contact the proper authority or agency for assistance.
12. Create student/staff ID cards upon request of supervisor.
13. Carry tools essential for the position at all times.

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14. Complete shift and incident reports as required/directed.
15. Work as assigned for coverage of College holidays, closings, and breaks as scheduled by the College Security Supervisors.
16. Perform other duties as assigned.

Required Minimum Qualifications:

1. High school diploma
2. Five years' experience of related security, fire service, EMT, first responder, or law enforcement
3. Valid Driver's license
4. Able to lift up to 50 pounds and work in seasonal weather conditions
5. Ability to stand for extended periods of time, walk long distances and traverse stairs

Desired Qualifications:

1. Associate degree
2. Previous experience in an educational environment
3. Current First Aid, CPR/AED Certification, or ability to become First Aid CPR/AED certified at next training session
4. Experience with access control, incident reporting software and CCTV camera operation
5. Experience and certification for use of O.C. Spray, Handcuffing and Baton
6. Ability to use varying styles and approaches that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace

Note: The College reserves the right to change or reassign job duties, or combine positions at any time