



<b>Position Title:</b>	Public Safety Officer I	<b>Job Code:</b>	4207-00E
<b>Reports To:</b>	Shift Supervisor	<b>Job Group:</b>	SNE
<b>Department:</b>	Campus Services	<b>Salary Grade:</b>	6
<b>Prepared By/Date:</b>	Carol Flynn/05-2006	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Martha Garrity/05-2006		
<b>Revised:</b>	Jennifer C. Brito/04-27-2009		

### **Summary:**

The Public Safety Officer I reports directly to the Shift Supervisor and is primarily responsible for patrolling, observing, responding, reacting, and reporting all incidents and occurrences, which adversely impact Campus operations. This individual provides both personal and physical security services to safeguard students, faculty, staff, visitors, and property of Miami Dade College.

### **Essential Duties and Responsibilities:**

- Makes security rounds of interiors and exteriors of buildings, being alert for fires, prowlers, or trespassers.
- Operates college vehicles and patrol areas on foot to insure security of building and grounds.
- Checks for signs of forced or otherwise illegal entry of buildings.
- Secures or opens specific rooms, buildings or areas as directed.
- Secures doors and windows found open; turns off unnecessary lights; punches time clocks as required and makes reports of all breaches of security and safety hazards found during the tour of duty.
- Reports disturbances, irregularities, or suspicious circumstances, which cannot be disposed of immediately.
- Controls vehicular and pedestrian traffic flows and regulates parking areas as directed.
- Gives information and directions as needed and makes verbal or written reports as required.
- Maintains smooth traffic flows and orderly parking procedures during peak traffic hours or at special events.
- Observes spectators and crowds at special events ascertaining that emergency exits, stairways and passageways are clear and that obstreperous persons are removed from the scene.
- Greets public while operating a visitor control and information booth.
- Accepts documents and messages for delivery to appropriate persons.
- Performs minor clerical tasks such as light typing in the maintenance of activity log when assigned office duty during evening shift.
- Performs other related duties as required.

### **Knowledge, Skills and Abilities:**

- Knowledge of the buildings and grounds patrolled and of the rules and regulations pertaining to the campus.
- Strong interpersonal skills and exercises mature judgment with tact and diplomacy when dealing with the public.
- Skilled in radio communication procedures.
- Proficient in basic computer skills.
- Ability to react promptly and correctly in emergency situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance

instructions and procedure manuals.

- Ability to write routine reports and correspondence.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to accomplish security patrols so that a routine is not established, and habits are not formed that would indicate a reliable pattern to persons who may attempt illegal entry.
- Ability to work long hours and walk long distances if necessary to apprehend prowlers.
- Ability to communicate in English verbally and in writing.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate. The employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, extreme cold and extreme heat.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is regularly required to stand and walk, sit and reach with hands and arms.

The employee must occasionally lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

### **Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or General Equivalency Diploma.
- Must be able to successfully complete a basic security-training course and provide certificate of completion.
- Must possess a valid Florida State Unarmed Officer “D” license.
- Must possess a valid Florida Driver License and have the ability to safely operate College motorized vehicles.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name