



**Position Title:** Part-Time Lead Public Safety Officer

**Job Code:** 8319-00E

**Reports To:** Campus Security Chief

**Grade:** SG

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Public Safety Officer is responsible for the security of Campus facilities.

**Duties & Responsibilities:**

- May act as a lead worker and supervise two or more part-time Public Safety Officers.
- Supervises traffic flow; parking areas, crowd control at special events and during peak registration periods
- Greets the public; issues passes/parking permits
- Directs visitors to their destinations
- Writes accurate and complete security reports
- Maintains a detailed security log
- Performs other duties as assigned

**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:**

- High school diploma or General Equivalency Diploma (GED)
- Ability to apply campus security rules and regulations
- Must possess a valid Florida State driver's license
- Must possess Florida State Unarmed Guard D license
- Must complete a Miami Dade Police background investigation prior to being hired
- Must be able to safely operate College motorized vehicle
- Must be willing and able to work any emergencies
- Must be willing and able to work any shift, weekends and holidays
- Must be able to successfully complete a basic security training course and provide certificate of completion

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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