

**COLLEGE OF THE SISKIYOU**  
**Job Description**

**Job Title:** Campus Safety Specialist

**FLSA:** Non-Exempt

**Group:** Classified

**Salary Class:** H

**Salary Schedule:** Classified

**Job Summary**

Under the general direction and supervision of the Director of Student Housing, performs duties related to maintaining the safety and security of District facilities and grounds, material and equipment: insures the safety and protection of students, staff and visitors; by responding to non-criminal calls for service; and related work as required.

**Class Characteristics Essential Duties and Responsibilities include the following**

Administer college policies and procedures related to the care and maintenance of the campus grounds, facilities & Residence Halls. Regular evening & weekend duty may be required. Receive limited supervision within a broad framework of standard policies and procedures. Report and investigate incidents where college policies may have been violated providing relevant information for the campus conduct process. They are to serve as observers, information conduits, and reporters of facts to the Weed Police Department.

Patrolling the campus during an assigned shift and on a scheduled basis to ensure that all buildings, doors and facilities are secure and that potentially hazardous conditions are eliminated or reported.

Controlling traffic, enforcing campus-parking regulations, patrolling parking areas by foot or by vehicle.

Respond as needed to campus alarms and coordinate any necessary response until relieved by civil authorities or campus administrator.

Report criminal and or unusual occurrences to the appropriate supervisor/administrator and/or civil authorities, as the occasion demands.

Identify, observe and question individuals on campus when presence is questionable; contact law enforcement officials in investigation & apprehension of persons involved in violations, testify in court as needed.

Investigate and/or report unusual conditions.

Assist with after hours Residence Hall check in.

Work with Residence Hall Advisors.

Maintain a log for staff as an information resource; take incident reports or complaints from students, staff and the public for further action; conduct routine investigations and write reports on incidents.

Enforce Residence Hall and campus policies and procedures including but not limited to animals on campus, smoking, visitors, and facilities use; respond to student requests for aid; support an academic environment, enforce living and safety procedures.

Report any safety hazards for immediate repair.

Provide information and directions for students, staff and visitors as requested and needed.

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Supervise on campus and club activities as requested and needed filling the role of safety personnel.

Monitor and provide access to campus facilities on an as needed basis.

Operate equipment used for communications on campus rounds.

Work with students, parents, staff and administrators to make the residence halls a positive environment in an educational setting.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Complete training as required by Ed Code Section 72330.5 and keep current First Aid & CPR certification throughout employment.

Participate in additional training including courses to maintain and develop needed skills.

Perform other related duties.

### **Employment Standards**

To perform the job successfully an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of training and experience equivalent to a one to years of college level preparation and two years previous experience working with students.

**Knowledge:** Knowledge of general functions, policies, rules and regulations of a community college; proper office methods and practices including filing systems, typing and computer skills, and telephone techniques, radio operations, letter and report writing; CPR and First Aid; computers, word processing; and, public and human relations skills.

**Ability:** Ability to understand and independently carry out oral and written instructions; strong organizational skills; use good judgment; communicate effectively in both oral and written form; work effectively under stress; use appropriate and correct English, spelling, grammar and punctuation; use available technologies as tools; establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Effort/ Work Environment** Moderate to heavy physical effort which may include frequent standing, walking, and lifting or moving of heavy parcels of 20 or more pounds; frequent activities requiring full body exertion; some exposure to body fluids. Indoor/outdoor work environment. Maybe required to wear district approved clothing or uniform.

**Licenses and Certificates:** When driving a district vehicle, a valid California Driver License and evidence of appropriate automobile insurance, based on DMV regulations, may be requested. Also hold current CPR & First Aid certificates

Approved:

Revised 12/3/04