

City of Mason
Employment Opportunity
For
Campus Safety Specialist

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|-----------------------|---------------------------------|------------------------|-------------------|
| Hiring Range: | \$20.09 - \$22.66 | Classification: | Classified |
| Reports To: | Chief of Police/Designee | FLSA: | Non-Exempt |
| Posted: | Continuously | Department: | Police |
| Working Hours: | 20-25 hrs. Per week | Status: | Part Time |

General Statement of Duties and Distinguishing Features of Class

Overall work responsibilities are to provide security and safety for Municipal facilities and grounds including but not limited to the Mason Municipal Center, Community Center, Municipal Court and city parks; for Mason School District facilities; and during City events and events hosted by Mason's business partners. Campus Safety Specialists are responsible for promoting lawful behavior and protecting the welfare of residents and visitors. A Campus Safety Specialist will be responsible for security operations for Municipal Court including magnetometer and ongoing observations and monitoring for any breaches to security from those visiting the facility. Responsibilities also include periodic visits to facilities, interactions with visitors, possible presentations on safety/security, security planning for events. During period visits to facilities the Campus Safety Specialist will be observing for any breaches of security, building subsystem failures, fire or unsafe conditions and reporting the results immediately. In emergency situations, the Campus Safety Specialist responds to the scene, provide first aid, and alert additional police or emergency personnel as appropriate. They maintain radio communication with other safety personnel and others on campus, helping to coordinate emergency plans. They will interact with staff at all facilities to establish close working relationships and open communication. They will submit incident reports to Directors responsible for the facility and law enforcement as appropriate. Other duties may include monitoring alarm systems and responding to alerts, training additional security specialist and serving as crowd control, traffic and parking at special events.

Campus Safety personnel are responsible for proficiently operating the following systems: X-ray and metal detection equipment, alarm systems and video cameras. Campus Safety Specialist are responsible for enforcing all rules and regulations pertaining to the safe, authorized and proper use of the court's equipment, building and grounds to include parking areas. Campus Safety personnel receive, screen and assist visitors coming to the campus buildings. Work is performed under the general supervision of Chief of Police or designee.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)

- Patrols and observes assigned areas of campus to ensure all is secure and safe.
- Uses magnetometer to screen visitors to the Municipal Court.
- Assists with Safety Camp
- Prepares safety presentation such as Stranger Danger.
- Assists with security planning, traffic, parking and crowd control for special events hosted by the City of Mason and events or activities hosted by Mason Business partners.

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- Informs and warns violators of rule infractions, such as loitering, trespassing, smoking, or carrying forbidden articles.
- Provides escort services for residents, visitors, and staff as necessary; provides other public assistance, such as lockout services, bank runs, jump-starts, and routine information.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
- Patrols and monitors assigned parking areas to provide public security and assistance.
- Periodically monitors security cameras.
- Prepares routine, standardized reports.
- Customer service assistance by telephone, email, and in-person visits from a wide variety of customers who seek services, assistance, and direction from the City
- Processing surplus inventory
- Working and coordinating with other members of the City to form a cohesive environment working towards the City's and departmental goals and objectives.
- Assist with various special projects and support of incident command for events and activities that are citywide priorities
- Other duties as assigned by the Chief of Police or designee.

Skills, Knowledge, and Abilities: The following is preferred

- Ability to successfully conduct security patrols without direct supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete routine paperwork.
- Strong interpersonal skills, flexibility, and customer service orientation since Campus Safety personnel have a great deal of public contact
- Ability to react calmly and effectively in emergency situations.
- Knowledge of public security codes, policies, and regulations.
- Ability to understand, follow, and enforce safety codes, regulations, and procedures.
- Skill in providing protection services to individuals on campus.
- Ability to detect problems and report information to appropriate personnel.
- Must maintain competency in firearms qualification requirements promulgated under the Ohio Revised Code and City of Mason Police policy;
- Ability to comprehend, remember, and apply legal concepts involved in the administration of due process of law
- Ability to establish and maintain effective working relationships with law enforcement agencies, Attorneys, Magistrates, employees and general public;
- Screen all who enter courtroom, maintains presence in courtroom as requested;
- Monitors courtrooms, staff areas and lobby for unauthorized packages and or personnel and takes necessary action when appropriate;

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Minimum Education, Experience, and Requirements

- Applicants must be a U.S. citizen and must be a minimum of 18 years of age at time of application.
- Applicants must possess or be able to obtain a valid Ohio driver's license;
- Must also possess a minimum of a high school diploma or equivalent;
- Applicants should possess a current CPR/AED and First Aid certification or be agreeable to obtain within 3 months of employment

Physical Requirements:

- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation.
- Manual dexterity to perform clerical tasks such as filing, keyboarding, etc.
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.
- Must be able to stand or sit for extended periods of time;
- Must be able to walk and run when needed;
- Communicate professionally in-person, in writing, and other mediums; and
- General knowledge of computers and software programs.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.