

# WESTMONT COLLEGE

## Public Safety Patrol Officer (Graveyard Shift 11:00 pm-7:00 am 12 mo./yr)

### Public Safety

**Position Summary:** Provides security and safety for the property and staff of the College. Enforces motor vehicle regulations and assists in traffic control.

**Requirements:** Must be able to maintain friendly, courteous relationships with faculty, staff and students. New hires must complete the 16 hour course Introduction to Campus Security within the first year of employment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Some knowledge of law enforcement is preferred. Must be a high school graduate/equivalent, with one year of related experience.

**Language Skills:** Ability to read, write, understand, respond to and give instructions in English. Requires ability to effectively communicate both verbally, and in writing and to type 20 wpm.

**Certificates, Licenses & Registrations:** Must have a valid class C California driver's license and an acceptable, current DMV driver's record.

### **Responsibilities:**

- Patrols campus buildings, parking lots and roadways
- Issues traffic citations on campus and in the community for those in violation of traffic regulations
- Enforces campus traffic regulations and assists with traffic control during special events
- Assists in the maintenance of campus road signs
- Assists in emergency situations such as fires, accidents, personal injuries, earthquakes, etc.
- Manually operates lights
- Performs radar traffic enforcement on Cold Springs road
- Write concise reports of incidents
- Work effectively with co-workers, customers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of our work force in actions, words and deeds
- Performs all other duties as assigned

**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 regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is frequently required to climb and balance, sit, stoop and kneel. The employee is occasionally required to crouch, or crawl; and smell. The ability to regularly walk on rough terrain for long periods of time is also required. The employee must occasionally lift and/or move up to 25 pounds without assistance. Abilities required by this job include close

vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and may occasionally be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

**Reports To:** Director of Public Safety

6.2011