

WESTMONT COLLEGE

Campus Safety Officer – Swing (330pm-1130pm) shift with consecutive nights off Public Safety

Position Summary: Provides security and safety for the staff and college property. Enforces motor vehicle regulations and assists with traffic control.

Requirements: Must be able to maintain friendly, courteous relationships with guests, faculty, staff and students. New hires must have or obtain a BSIS guard card within 12 months. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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. Requires: a personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; a high school graduate/equivalent with one year of related experience. Some knowledge of law enforcement is preferred. Requires the ability to effectively communicate both verbally, and in writing, familiarity with MS Office and ability to input data at 45 wpm. Also requires the ability to read, write, understand, respond to and give instructions in English. Must have a valid class C California driver's license, and an acceptable, current DMV driver's record.

Responsibilities:

1. Patrols campus buildings, parking lots and roadways. Secures buildings,
2. Issues traffic citations on campus and in the neighborhood community for parking violations.
3. Enforces campus traffic regulations and assists with traffic control during events.
4. Assists in the maintenance of campus road signs.
5. Assists in emergency situations such as fires, earthquakes, accidents, personal injuries, etc.
6. Manually operated lights and alarms.
7. Assists in responding to fire alarms and helping with fire drills. Inspects extinguishers.
8. Performs radar traffic enforcement on Cold Springs road.
9. Writes and enters concise and timely incident reports.
10. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
11. 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 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 the risk of electrical shock. The noise level in the work environment is usually moderate.

Reports to: Chief Campus Safety