Safety and Security Officer

Job Description

Paul D. Camp Community College seeks dynamic, qualified individuals for the position of Safety and Security Officer for the Administration and Technology Department. As a comprehensive community college, Paul D. Camp offers quality transfer degree programs, strong technical and pre-professional programs, and is known for its outreach to the community as a partner and leader in workforce development.

The college seeks candidates committed to the mission of the comprehensive community college and experienced in working with a diverse student population, including adult learners and at-risk students. The successful candidate will be responsible for providing security and safety functions for a state educational institution of Higher Education.

This position will ensure a daily security force presence at designated campus. Main work location will be the Franklin Campus, but may also work on Suffolk Campus. Watches for and reports irregularities such as fire hazards, gas leak, unlocked security doors, suspicious persons, and traffic in parking lots during special events. Reports emergency conditions and situations to appropriate authorities by telephone, radio, or emergency alarm systems. Monitors parking areas: administers first aid as required. Writes incident reports and other critical documentation which may include reports of crimes, injuries and violations of campus rules and regulations. This position will conduct emergency operations training for staff and faculty.

This position is responsible for warning violators of college rule violations, such as loitering, smoking in non-designated spaces, illegal parking and inappropriate behavior. Conducts foot patrols of the campus. Maintains security logs and equipment. Provides excellent customer service to the college community and maintains a safe and secure environment. This position is considered essential personnel and may have other duties as assigned.

This position also provides escort services to staff, faculty and students during evening class hours to and from class and vehicles located on college property.
Minimum Qualifications

- Possession of a Valid Virginia Driver’s License
- Associate’s Degree in criminal justice, emergency management or equivalent combination of education and experience.
- Prior experience in loss prevention, military, police, emergency, environmental health and safety or fire service preferred.
- CPR, AED and First Aid Certification or the ability to obtain the certifications within 90 days of employment.

Preferred Qualifications

- Skilled in writing reports, plans and procedures, oral presentations, and facilitating training classes.
- Knowledge of NIMS and the national incident command system or a commitment to become certified. FEMA completion of ICS100 and 200.
- Skill in Loss Prevention and familiarity with surveillance tools emergency notification systems.
- Ability to work in a diverse work environment.
- Good interpersonal skills and an ability to work with people of diverse ages.
- Ability to communicate clearly both orally and in writing.
- Ability to perform operational problem solving and make decisions with minimal supervision.
- Ability to maintain a high level of ethics and confidentiality in performance of all job duties.
- Ability to react calmly and promptly during emergencies or disasters.
- Ability to interact with public officials and provide clear concise appraisals of emergency or disaster situations.
- Ability to work well in a team environment.