

## STAFF POSITIONS



Safety and Security Officer

Grade: 15

Bargaining Status: Non-Bargaining

FLSA: Non-exempt

Montgomery College, Rockville Campus, Office of Public Safety, has need for **two full-time, Safety & Security Officers position numbers S03098 and S13317. The regular shift for these two positions is 2:45pm – 11:15pm, however, candidates must be available to work the 6:45am – 3:15pm and 10:45pm-07:15am shifts with advance notice as needed.** The safety and security officer is responsible for performing a variety of duties to ensure a safe and secure environment for the College community as well as facilitating the efficient and safe execution of College functions and activities. Contacts and interactions vary and may involve multiple constituencies such as first responders from outside agencies (police/fire), members of the College community, students, vendors and the public, for the purpose of providing information, service and assistance. ***This position is considered Essential Personnel.***

Montgomery College is a public, fully accredited, open admission institution. Led by President DeRionne P. Pollard, Ph.D., Montgomery College is dedicated to student success and widely recognized for the quality and scope of its academic programs. Do you want to join us in our mission of providing an exceptional education and fostering student success? The faculty and staff of MC are integral to our continued excellence. We are looking for dedicated professionals for opportunities throughout the College.

### **Duties include but are not limited to:**

- Patrols campus parking lots and surrounding grounds/facilities, noting dangers (potential and existing), defects or violations.
- Enforces parking policies through issuance of parking tickets and towing of autos when necessary.
- Observes, identifies and responds to safety and security incidents and situations as well as acts as a deterrent to crime and other unlawful activity by providing high visibility throughout the campus.
- Responds to emergencies and suspicious activity, investigates incidents and prepares reports.
- Conducts thorough security and safety checks of assigned College facilities, to include checking for open doors, windows, and/or other unsafe conditions.
- Documents violations of College policies and complete incident reports.
- Responds to complaints/calls related to possible criminal activity, coordinate with applicable authorities if necessary, and prepare incident reports.
- Investigates complaints made by faculty, staff, or students on campus.
- Locks and unlocks campus buildings and offices as necessary as well as lockdown of campus buildings during emergency conditions and campus closings.
- Controls personnel/visitor access and track activities where applicable.
- Responds to emergency calls for assistance, including medical emergencies.
- Administers first aid and/or call for additional assistance as needed.
- Work closely with outside agencies (police and fire) on matters relating to the safety and security of the College community.

**Required Qualifications:**

- High school diploma or GED, and any combination of education, training, and experience providing understanding of the field and the ability to perform the duties of the job.
- One year of continuous security experience at a higher education institution or two years of experience as a security officer
- Valid driver's license and evidence of a good driving record.
- The following certifications are required: first aid, HAZMAT, CPR, and automated external defibrillator (AED).
- Knowledge of all applicable federal and state laws as they relate to safety/security, basic emergency management, and other related protocol.
- Knowledge of fire hazards, first aid methods/application, radio communications, and electronic monitoring/alarm equipment and systems.
- Ability to perform building and area safety and security work, including patrolling College grounds individually or in a vehicle.
- Ability to participate in hazardous material (Haz-Mat) training and perform related required tasks
- Eligible applicants must currently be authorized to work in the United States and not require employer visa sponsorship.

**Preferred Qualifications:**

- 5 years Campus Policing or public safety experience
- Prior sworn law enforcement or applicable military experience
- A.A. degree in related field of study

**Application Process:**

- Apply online at <http://www.montgomerycollege.edu/employment>
- Online applications must be received by 7/17/18.

**As a condition of employment, the following are required at the time of hire:**

- Successful completion of a background check.
- Participation in a retirement plan.

Our benefits package includes: generous paid vacation, sick, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plan, educational assistance, tuition waiver for employee and dependents, wellness programming including onsite gyms, pools and classes.