

Job Description/Title: Security Guard, Campus → CAMPUS SECURITY OFFICER
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

CAMPUS SECURITY OFFICER

JOB SUMMARY

Under direct supervision, assist in the control and direction of traffic; maintain safe conditions on campus; patrol and guard campus property, buildings and grounds; and perform other related work as required.

EXAMPLES OF FUNCTIONS

Essential Functions

Maintain radio communication with law enforcement agencies as directed.

Provide a uniformed presence for the safety of students, employees and visitors.

Raise and lower flag daily.

Expedite traffic and traffic flow on campus.

Issue citations for parking violations.

Patrol and provide security for campus buildings and grounds and guard against crime, including theft and vandalism.

Investigate complaints and incidents according to established procedures.

Provide security escort services as requested.

Perform crowd control duties as necessary.

Check doors and windows for security; lock doors and turn out lights.

Watch for and report fire hazards and unsafe conditions to the proper authorities.

Immediately report fires and accidents to the proper authorities.

May train and supervise students in security surveillance.

Assist police and other emergency responders as necessary.

Report unusual or suspicious occurrences.

Prepare incident reports, log calls received and complete other record keeping as required.

Respond to dispatcher and other requests for service.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience, which would indicate possession of the required knowledge and abilities listed herein. For example, completion of high school or equivalent and one year of recent experience in a security related position.

Knowledge

Knowledge of: Security methods and techniques; legal rights of citizens in general and students in particular; methods of report writing; techniques of training and supervision of student employees.

Abilities

Ability to: learn traffic control methods; law enforcement methods; learn and utilize crowd control methods; prepare simple reports and keep records; analyze situations accurately and adopt effective courses of action; recognize scope of authority; establish and maintain effective work relationships with those contacted in the performance of required duties; work effectively under stressful situations; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate weight parcels up to 50 pounds; frequent full body exertion. Indoor or outdoor work environment; exposure to environmental extremes.

LICENSES AND CERTIFICATES

Possess or be eligible to obtain a PC 832A Permit. Hold or obtain a valid First Aid and adult CPR with AED training Certificate within six months of employment and maintain certification currency; a valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations. Must be insurable by the college's insurance carrier while employed in this classification.