

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Facilities Security Officer	Range:	31
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for providing security and protection to students, personnel, property, facilities and grounds of the assigned campus; and enforcing applicable local, State and Federal public safety laws, regulations and ordinances.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Patrols campus and parking lots as assigned on foot and in vehicle; make weekend rounds as required.
2.	Responds to emergency and dispatch calls according to District policies and procedures and established guidelines.
3.	Checks doors and windows to assure they are securely locked; checks exit gates for proper operating condition and performs minor repairs to buildings, equipment, plumbing fixtures and systems, furniture and other facilities minor repair work as necessary.
4.	Inspects buildings and grounds for safety hazards and evidence of vandalism, theft or burglary; extinguishes fires and removes safety hazards as required; observes and checks for unauthorized persons or activities on campus; notifies appropriate authorities according to established procedures.
5.	Enforces campus police and security rules and regulations; assures parking control signs and markings; complies with established codes and installs and maintains signs as needed.
6.	Opens and closes campus; raises and lowers flags; assists visitors, students, and staff by providing directions and other assistance as necessary.
7.	Plans, organizes and provides security for special activities and events on and off campus; participates in directing traffic flow as necessary; enforces traffic safety regulations.
8.	Assists in various campus activities such as delivering supplies, setting up and taking down facility equipment, moving furniture and setting up equipment as necessary; assists medical personnel with sick or injured students; assists in collecting various monies and tokens as assigned and deliver to appropriate office.
9.	Operates, maintains and services assigned district vehicles; operates a variety of tools and equipment including small hand tools, two-way radio and electric carts.
10.	Prepares and maintains a variety of records and reports including activity records and accident and incident reports; prepares and presents oral reports as necessary.
11.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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## **OTHER FUNCTIONS**

In addition to the essential functions, the Facilities Security Officer may be required to respond to calls for medical aid and administer first aid as needed.

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## **WORKING RELATIONSHIPS**

The Facilities Security Officer maintains frequent contact with various District departments and personnel; faculty, students and the public; and appropriate law enforcement and public agencies.

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## **EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Sufficient training and experience to demonstrate the knowledge and abilities listed in this form

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of oral communication skills  
Knowledge of interpersonal skills using tact, patience and courtesy  
Knowledge of basic first aid  
Knowledge of record-keeping techniques  
Ability to read, learn, understand, explain, and apply applicable laws, penal codes, health and safety rules and regulations  
Ability to make oral reports using two-way radio and telephones and before large groups  
Ability to recognize and recall facts, faces, figures, details and discern a wide range of sounds  
Ability to establish and maintain records and make detailed, concise written reports  
Ability to provide basic first aid  
Ability to direct traffic and operate a vehicle observing legal and defensive driving practices  
Ability to effectively utilize fire and safety equipment  
Ability to understand and work within scope of authority  
Ability to walk and stand for long periods of time, run, climb stairs, ladders, fences, and walls  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to establish and maintain cooperative and effective working relationships with those contacted in the course of work

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## **SPECIAL REQUIREMENTS**

A valid California Driver's License;  
First Aid and CPR Certification issued by the American Red Cross  
A valid electric cart certification

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## **WORKING CONDITIONS**

Indoor and outdoor environment under various weather conditions; subject to occasionally lifting (up to 50 lbs. unassisted) or carrying, running, or climbing stairs, ladders, fences and walls; subject to working with individuals displaying antisocial or criminal behavior.

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