

# WARREN WILSON COLLEGE

## Position Description

**POSITION TITLE:** Public Safety Officer

**DEPARTMENT:** Public Safety

**REPORTS TO:** Director of Public Safety

### **POSITION SUMMARY:**

The Public Safety Officer is responsible for maintaining security in the working and learning environment of the College Community, which includes the supervision and training of a student work crew. Public Safety is a 24-hour per day operation and in order to maintain effecting staff requirements officers are assigned rotating shifts and days off.

### **SPECIFIC RESPONSIBILITIES**

1. Provide training, supervision, and direction to the student crew.
2. Proactively patrol both on foot and vehicle to prevent crime, maintain peace and investigate criminal or unusual activity.
3. Respond punctually to all assignments and immediately to all emergencies. Make preliminary investigations and submit necessary reports, as directed.
4. Inform the relieving Officer of all information or concerns of interest or importance.
5. Give visitors assistance, directions, and general Warren Wilson College information.
6. Report any safety or security concerns or hazardous conditions on campus to appropriate college officials.
5. Investigate any complaints made by students, faculty, staff or visitors on campus.
6. Investigate traffic accidents on campus.
7. Assist law enforcement, fire and rescue personnel, as needed.
8. Complete all required paperwork.
9. Performs other duties, as assigned.

### **WORKING CONDITIONS**

1. Indoor and outdoor in all weather conditions.
2. Frequent irregular working hours.
3. Possible exposure to hazardous materials.
4. Occasional hazardous working conditions.
7. Lots of walking/mobility necessary on uneven terrain.

**QUALIFICATIONS:**

1. Two years college plus 2 to 5 years relevant training and experience in public safety, or equivalent experience.
2. Able to work 12 hour shifts, weekends and holidays.
3. No Criminal record.
4. Proven ability to make good decisions in emergency situations.
5. NC operator's license, with an acceptable record.
6. Able to be certified in CPR, and Advanced First Aid.
7. Available to be on 24 hour emergency call rotation, including Saturday, Sunday and holidays.
8. Ability to supervise a student work crew.
9. Ability to work as a team member.
10. Ability to communicate and listen effectively.
11. Experience working on a college campus desirable.