



Job Title: Senior Security Officer

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 103
FLSA Status: Non-exempt
Remote Work Eligible: No

JOB SUMMARY

This position coordinates and implements security functions at an assigned site for an assigned shift, provides direction to Security Officers, and performs the duties of the Security Officer as needed. Responsibilities may include: reviewing Security Officer reports; monitoring the activities of Security Officers; ensuring appropriate security coverage for activities and events; preparing and distributing College incident reports; preparing administrative reports; and performing the duties of a Security Officer.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Prioritizes and assigns work to assigned staff; prepares work schedules; trains staff on work methods and procedures; and participates on staff evaluations.
- Secures campus and deters crime by performing foot patrols, bicycle patrols, and/or vehicle patrols of campus facilities, which includes: patrolling parking lots to prevent thefts from vehicles and crimes occurring in vehicles; locking and unlocking classrooms, offices, and other campus facilities; monitoring surveillance cameras; directing traffic; and performing related activities.
- Schedules employees.
- Conducts and supervises required scheduled inspections to include but not limited to: campus safety, fire safety, lighting, Campus Security Alert systems, Campus Emergency Alert Broadcast speakers, 911 Emergency call stations, AED medical devices, and emergency lock down checks.
- Monitors entries to buildings; checks identifications; conducts safety checks of building interiors.
- Issues parking tickets; maintains related records of crimes, injuries, incidents, and traffic accidents.
- Provides assistance to citizens, which may include: jumping batteries; unlocking cars; providing driving directions; escorting individuals; communicating campus policies;

providing general information in person and over the phone; and performing related activities.

- Ensures the other campus security officers are informed and up-to-date on campus events and concerns.
- Looks for systems that need improvement.
- Performing lock-up procedures.
- Filling out and sending reports on various activities.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent; four (4) years of related work experience providing security; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Security principles and techniques;
- Applicable federal, state, and local laws, rules, regulations, codes, and procedures;
- Modern office equipment;
- Customer service principles;
- Electronic surveillance equipment;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Applying applicable laws, rules, regulations, codes, and procedures;
- Providing customer service;
- Monitoring facilities to ensure security and safety;
- Maintaining operational records;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction

Ability to:

- Prioritize and assign work; and
- Remain calm in emergency situations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Valid Florida Driver's License.

Security Officer "D" License.

CPR certification desired.

Pass security-level background check.

FEMA Certifications: ICS-100HE, ICS-700, ICS-904 and ICS-907 are all required for all security staff to obtain.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to odors, dusts, poor ventilation, and extreme temperatures

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.