

CAMPUS SAFETY OFFICER



DEPARTMENT

Campus Safety – 5500

QUALIFICATIONS

- Ability to operate a computer, with demonstrated skills with Outlook, Word, and Excel programs.
- Valid drivers' license.
- Certification in specialized security training, such as DPSST (must obtain within the first 90 days of employment with WPU).
- Excellent interpersonal and communication skills are necessary, with the ability to actively communicate with various constituents, including, faculty, staff, administration, and the general public.
- Ability to successfully pass a background investigation, employment physical and driving records investigation.
- Ability to work on weekends, nights and occasional overtime, with the ability to respond to the campus when needed to assist campus safety personnel.
- Demonstrated ability to efficiently and effectively solve problems and initiate and implement projects independently.
- Ability to multi-task with accuracy and meet deadlines in a fast-paced environment.
- Experience working with diverse populations.

DUTIES

- Patrol University grounds and facilities to ensure a safe and secure environment including on foot and in vehicles, patrolling Campus facilities, parking lots, and grounds including the interior of all buildings on campus.
- Monitor all activity and confront any suspicious behavior on Campus.
- Escort visitors and intruders off campus if required.
- Issue citations and warnings to violators of the campus parking rules.
- Interview individuals who are involved in incidents, gathering information and writing reports on crimes, violence, vandalism, fires, and other illegal activities that occur on campus. Give accounts of people involved, who are affected and what measures were taken to minimize or eliminate the incidents.
- Respond quickly to all calls to Campus Safety for assistance and contacting local Police, Fire or Medical personnel when necessary.
- Perform inspections of facilities safety equipment and other tasks as needed to support the overall facility management.
- Perform basic inspections of Campus vehicles.
- Support the maintenance staff as needed for minor repairs and activities.
- Assist in preparing facilities for use by the University and outside parties during non-business hours. General cleaning of facilities as assigned by the Director of Campus Safety.
- Campus Safety uniform is required.

COMPENSATION

Begins at minimum wage

HOURS

Variable hours 24 hours a day, 7 days a week; guaranteed one shift a week with lots of flex hours available evenings/weekends.

CONTACT

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