NORTHEAST TEXAS COMMUNITY COLLEGE  
JOB DESCRIPTION  
Campus Guardsman  
Hanson Sewell

**Department:** Plant Services  
**Job Status:** Part Time  
**FLSA Status:** Non-Exempt  
**Reports To:** Security Coordinator  
**Grade/Level:** Maintenance III  
**Amount of Travel Required:** N/A  
**Positions Supervised:** None

**PURPOSE:** Under the supervision of the Security Coordinator, the Security Officer is responsible for the safety & security of the college community. Responsible for enforcing the college rules, parking & traffic regulations, & providing other security & safety related services.

**MAJOR RESPONSIBILITIES:**
- Patrols parking lots and issues college parking citations to illegally parked vehicles.  
- Patrols buildings and checks entrances and exits to ensure they are locked or unlocked as needed.  
- Provides assistance to members of the campus community including jump-starting vehicles, and unlocking vehicles.  
- Provides information and assistance to visitors at facilities.  
- Makes reports of incidents on campus / Maintain daily log sheets.  
- Watches for and reports any maintenance problems  
- Reports all hazardous and dangerous conditions that may affect the safety and well being of students, employees and visitors.  
- May perform others tasks on limited basis as required  
- Performs related duties as assigned / empty trash containers.  
- Assists students or faculty to assigned protection areas during severe storm warnings.  
- Provides escorts for members of the campus community / assists with parking of vehicles.  
- Removes problematic students from class rooms or campus areas.

**Competency Statement(s)**
- Communication - Ability to communicate verbally and in writing clearly and concisely.  
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.  
- Detail Oriented - Ability to pay attention to the minute details of a project or task.  
- Enthusiastic - Ability to bring energy to the performance of a task.  
- Friendly - Ability to exhibit a cheerful demeanor toward others.  
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.  
- Interpersonal - Ability to get along well with a variety of personalities and individuals.  
- Reliability - The trait of being dependable and trustworthy.  
- Technical Aptitude - Ability to comprehend technical topics & specialized information.

**QUALIFICATIONS:**

**Education:** High school diploma/GED required; some college preferred.  
**Experience:** Minimum of two (2) years of security or law enforcement.  
**Licensure:**  
- Must possess a valid Texas class “C” driver’s license;  
- **Note:** Retention of this position is contingent upon obtaining and maintaining the required licenses.
Skills and Abilities:
Must be familiar with security of buildings and people and have good communications skills. Ability to make decisions on actions to be taken in incidents. Have a valid driver’s license and good driving record. Must be able to interact with a diverse campus population.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

Physical and Mental Requirements

Must be able to stand and/or walk long periods of time. Be mentally alert at all times. Able to work all shifts. Physically unimpaired. Be aware of surroundings at all times.

SIGNATURES:

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<td>Campus Security Officer</td>
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<td>Security Coordinator</td>
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<td>Director of Plant Services</td>
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<td>Vice President for Administrative Services</td>
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<tr>
<td>Director of Human Resources</td>
<td>Date</td>
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<tr>
<td>President</td>
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JOB DESCRIPTION DEVELOPED: 2009
Reviewed: 10/2012
Revised: 09/13
Preparer: Tim Johnston